Voyager Fleet Systems
FleetCommander Manual

The FleetCommander Manual is comprised of five parts:

Installation and File Import

Reports/Graphs Detail Instruction Manual

Ad Hoc Query Guide

Delete Utility

User Manager

Table Of Contents

INSTALLATION & FILE IMPORT MANUAL

System Requirements

PC System Requirements:

- Pentium 300mhz or faster
- 256 MB of Ram or better
- Windows 95, 98, NT, ME, 2000 or XP
- Disk space of 5 MB to install the application plus 2.5 KB per transaction
- Graphics/Video of 1024 x 768 with 256 colors
- Microsoft Internet Explorer 5.0 or better with connection faster than 5KB per second

Operating System Requirements:

Windows 95

- DCOM95 (DCOM95 can be downloaded from the FleetCommander web site at http://www.fleetcommander.com)
- MDAC2.1SP2 or greater (MDAC2.1SP2 can be downloaded from the FleetCommander web site at http://www.fleetcommander.com)
- Microsoft XML Parser 3.0 or better (XML Parser 3.0 can be downloaded from the FleetCommander web site at http://www.fleetcommander.com)
- Microsoft Internet Explorer 5.0 or better (Internet Explorer can be downloaded from the Microsoft web site at http://www.microsoft.com/downloads)

Windows 98

- MDAC2.1SP2 or greater (MDAC2.1SP2 can be downloaded from the FleetCommander web site at http://www.fleetcommander.com)
- Microsoft XML Parser 3.0 or better (XML Parser 3.0 can be downloaded from web site at http://www.fleetcommander the FleetCommander.com)
- Microsoft Internet Explorer 5.0 or better (Internet Explorer can be downloaded from the Microsoft web site at http://www.microsoft.com/downloads)

Windows NT

- Service Pack 3 or better (SP3 for Windows NT can be downloaded from the FleetCommander web site at http://www.fleetcommander.com)
- MDAC2.1SP2 (MDAC2.1SP2 can be downloaded from the FleetCommander web site at http://www.fleetcommander.com)
- Microsoft XML Parser 3.0 or better (XML Parser can be downloaded from the Microsoft web site at http://www.fleetcommander.com)
- Microsoft Internet Explorer 5.0 or better (Internet Explorer can be downloaded from the Microsoft web site at http://www.microsoft.com/downloads)

Windows 2000

- Service Pack 2 for Windows 2000 (SP2 for Windows 2000 can be downloaded from the FleetCommander web site at http://www.fleetcommander.com)
- Microsoft XML Parser 3.0 or better (XML Parser can be downloaded from the Microsoft web site at http://www.fleetcommander.com)
- Microsoft Internet Explorer 5.0 or better (Internet Explorer can be downloaded from the Microsoft web site at http://www.microsoft.com/downloads)

Windows ME

- Microsoft XML Parser 3.0 or better (XML Parser can be downloaded from the Microsoft web site at http://www.fleetcommander.com)
- Microsoft Internet Explorer 5.0 or better (Internet Explorer can be downloaded from the Microsoft web site at http://www.microsoft.com/downloads)

Windows XP

- Visual Foxpro ODBC Driver (Visual Foxpro ODBC Driver can be downloaded from the FleetCommander web site at http://www.fleetcommander.com)
- MDAC Update (MDAC Update can be downloaded from the FleetCommander web site at www.fleetcommander.com)
- Microsoft Internet Explorer 5.0 or better (Internet Explorer can be downloaded from the Microsoft web site at http://www.microsoft.com/downloads)

Pre-Installation Procedures

Installing Sequence for Windows 95

- Access the FleetCommander web site at http://www.fleetcommander.com for installation instructions and download links.
- Install Internet Explorer 5.0 or better version if it is not already installed on your PC.
- Download DCOM95 if not already installed on your PC.
- Click the Download FleetCommander link to begin installation.
- Download XML Parser 3.0 only if prompted to do so during FleetCommander installation. (Windows 95 requires Windows Installer before the XML parser can be installed. Windows Installer can also be found on Installation portion of the FleetCommander website.)
- Download MDAC2.1SP2 only if prompted to do so during FleetCommander installation

Installing Sequence for Windows 98

- Access the FleetCommander web site at http://www.fleetcommander.com for installation instructions and download links.
- Install Internet Explorer 5.0 or better version if it is not already installed on your PC.
- Click the Download FleetCommander link to begin installation.
- Download XML Parser 3.0 only if prompted to do so during FleetCommander installation. (Windows 98 requires Windows Installer before the XML Parser can be installed. Windows Installer can also be found on Installation portion of the FleetCommander website.)
- Download MDAC2.1SP2 only if prompted to do so during FleetCommander installation

Installing Sequence for Windows NT

- Access the FleetCommander web site at http://www.fleetcommander.com for installation instructions and download links.
- Download Service Pack 3 if a later version is not already installed on your PC.
- Install Internet Explorer 5.0 or better version if it is not already installed on your PC.
- Click the Download FleetCommander link to begin installation.
- Download XML Parser 3.0 only if prompted to do so during FleetCommander installation. (Windows NT requires Windows Installer before the XML Parser can be installed. Windows Installer can also be found on Installation portion of the FleetCommander website.)
- Download MDAC2.1SP2 only if prompted to do so during FleetCommander installation

Installing Sequence for Windows 2000

- Access the FleetCommander web site at http://www.fleetcommander.com for installation instructions and download links.
- Install Internet Explorer 5.0 or better version if it is not already installed on your PC.
- Download Service Pack 2 for Windows 2000 if not already installed on your PC.
- Click the Download FleetCommander link to begin installation.
- Download XML Parser 3.0 only if prompted to do so during FleetCommander installation.

Installing Sequence for Windows ME

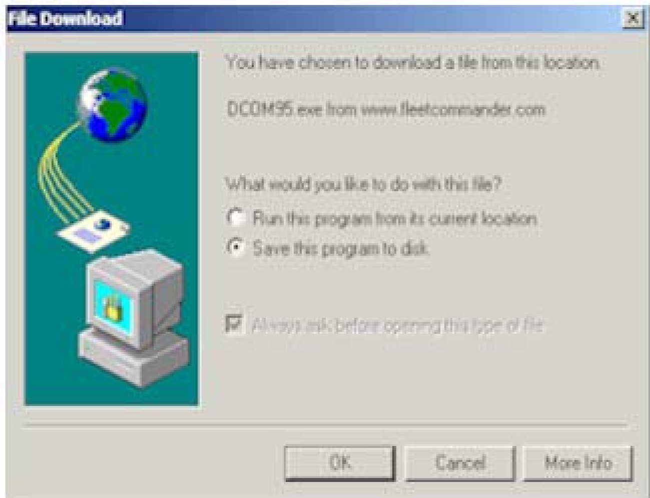
- Access the FleetCommander web site at http://www.fleetcommander.com for installation instructions and download links.
- Install Internet Explorer 5.0 or better version if it is not already installed on your PC.
- Click the Download FleetCommander link to begin installation.
- Download XML Parser 3.0 only if prompted to do so during FleetCommander installation.

Installing Sequence for Windows XP

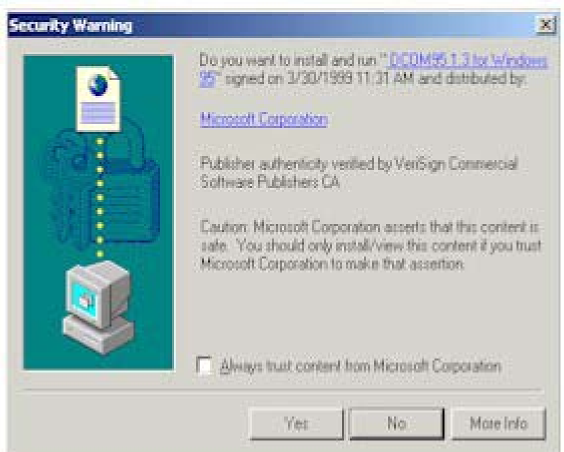
- Access the FleetCommander web site at http://www.fleetcommander.com for installation instructions and download links.
- Install Internet Explorer 5.0 or better version if it is not already installed on your PC.
- Install Visual Foxpro ODBC driver if it is not already installed on your PC
- Download MDAC Update if it is not already installed on your PC.
- Click the Download FleetCommander link to begin installation.

I. Steps for installing DCOM95

Access the FleetCommander web site at www.fleetcommander.com. Click on "Download DCOM95". You will then see the following message box:



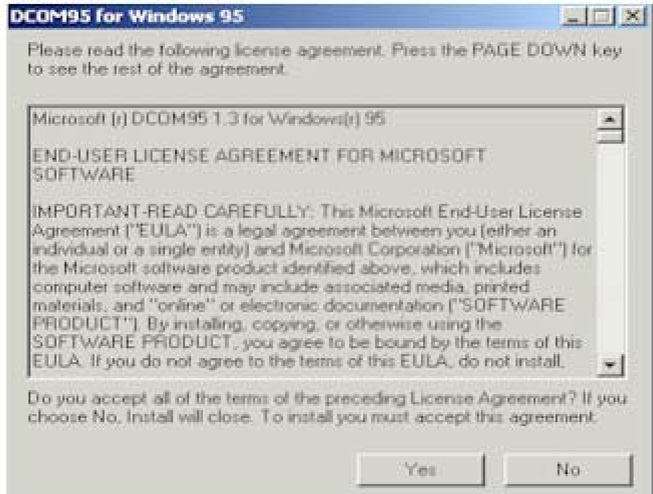
Click "Run this program from its current location" then click "OK". After the file is downloaded you will see:



Click "Yes".

Then "Yes" again at the following dialogue box:

Then you will see the following License Agreement.



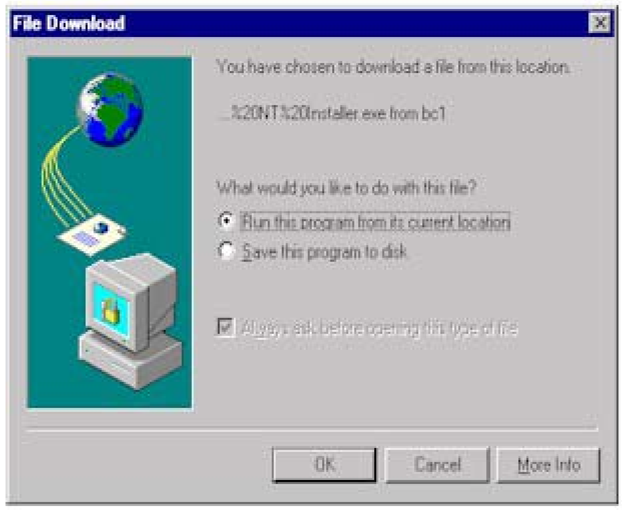
Click on "Yes".

DCOM copies the required files on your machine. After copying the required files, DCOM setup displays the following message:

Click on "Yes".

II. Steps for installing Windows Installer

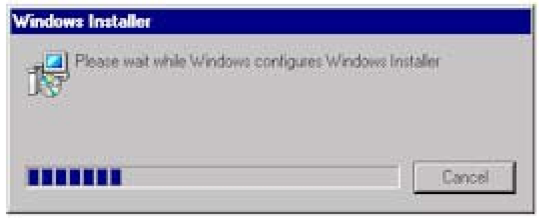
Access the FleetCommander web site at www.fleetcommander.com. Click on "Download Windows Installer". You will then see the following message box:



Select "Run this program from the current location" and click "OK". After the file is downloaded you will see:

Click "Yes".

You will then see the progress bar as the program is installing.



When installation is complete you will then receive the window below.

Click "OK". Set up is now complete.

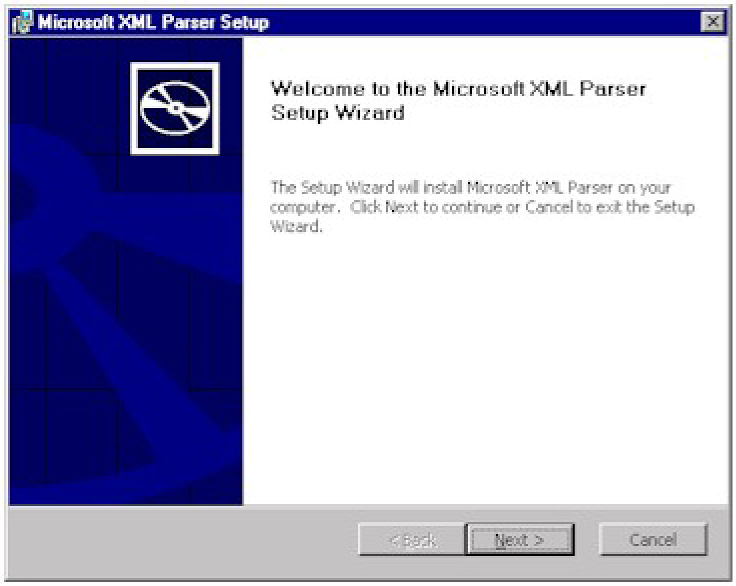
III. Steps for installing XML Parser 3.0

Access the FleetCommander web site at www.fleetcommander.com. Click on "Download XML Parser 3.0". You will then see the following message box:

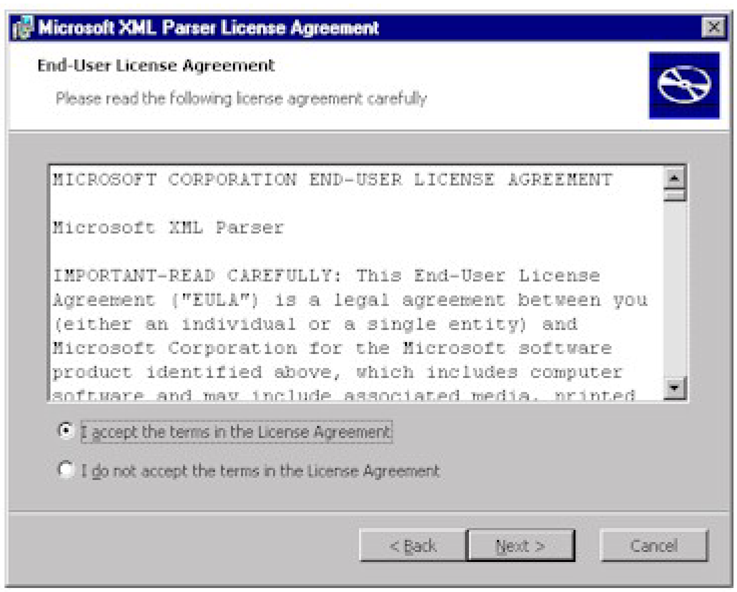
Select "Run this program from the current location" and click "OK". After the file is downloaded you will see:

Click "Yes".

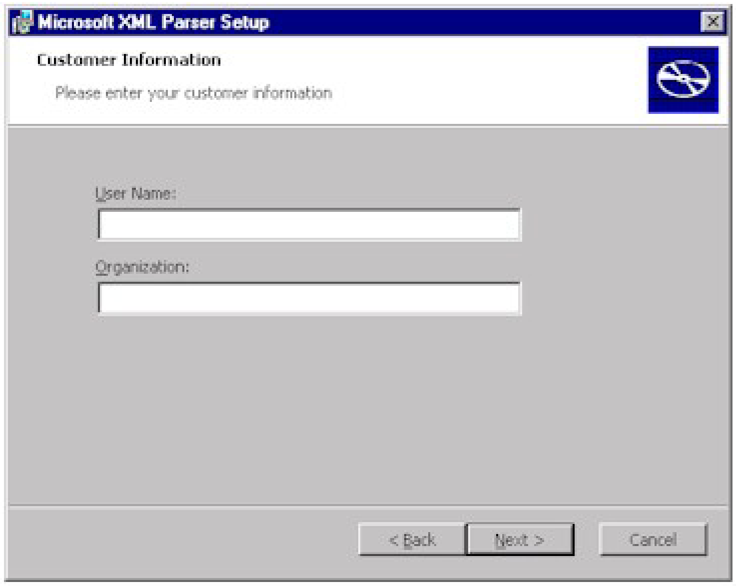
You will then be taken to the Welcome screen of the XML installation as shown below. Click "Next" again.



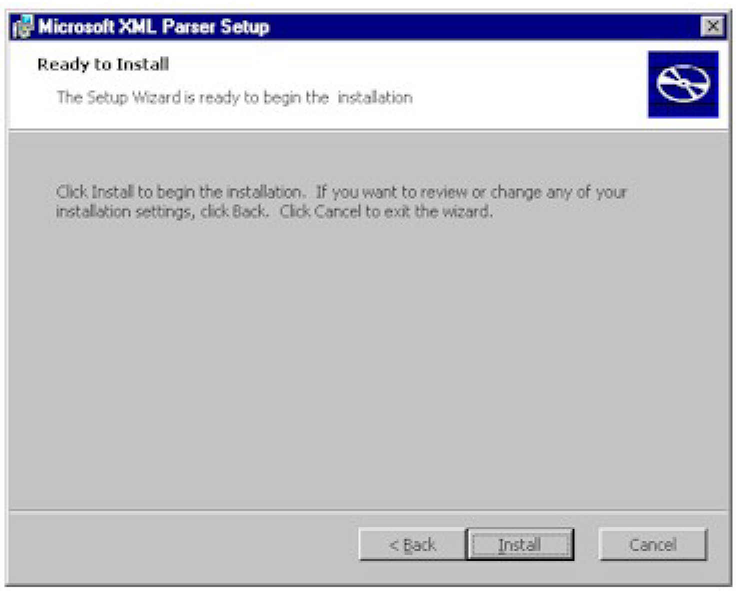
At the License Agreement click the "Accept" option and click "Next".



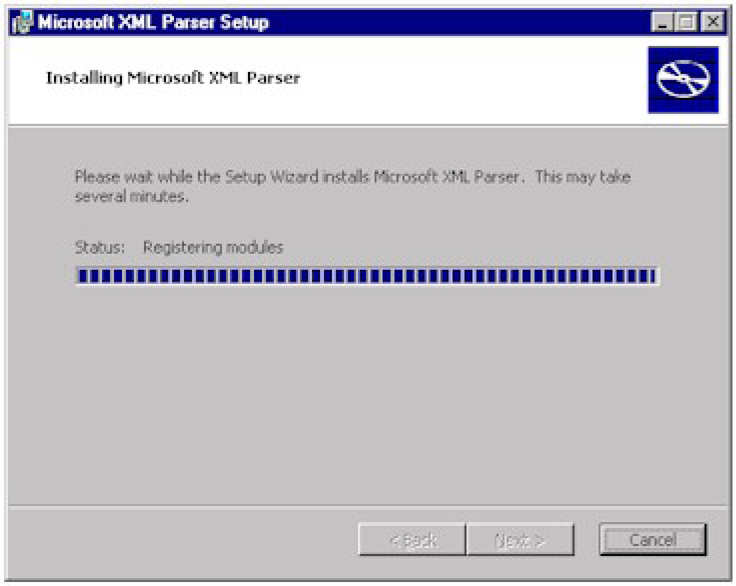
You will then be asked for your Customer Information. These fields may remain blank. Click "Next" to continue installation.



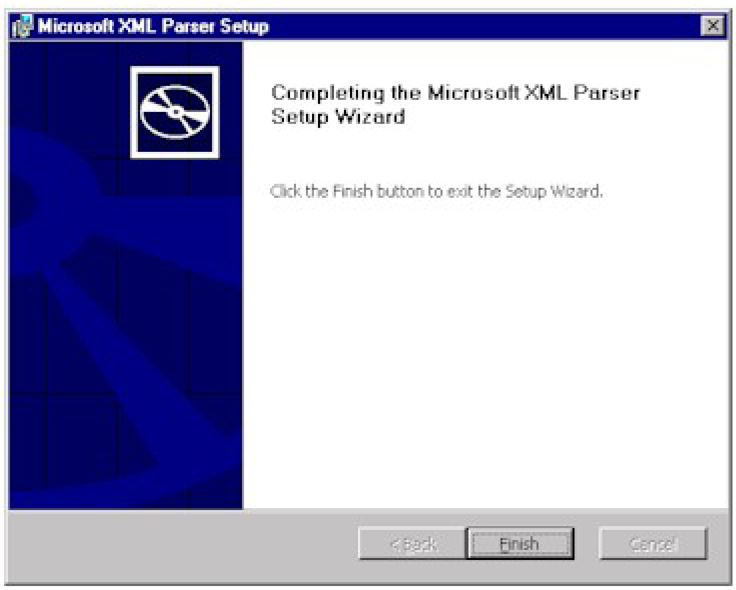
Click "Next" again to begin the installation.



You will then see the progress bar as the program is installing.



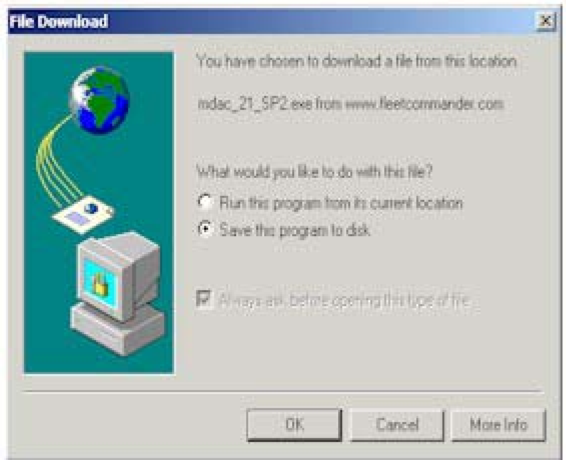
When installation is complete you will be shown the window below.



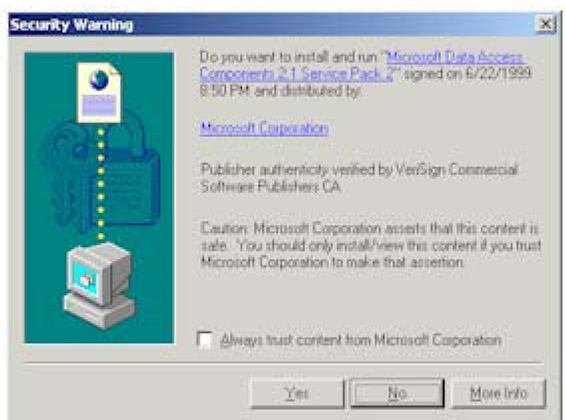
Click "Finish". Set up is now complete.

IV. Steps for installing MDAC 2.1SP2

Access the FleetCommander web site at www.fleetcommander.com, and click "Download MDAC 2.1SP2". You will see the following message box:



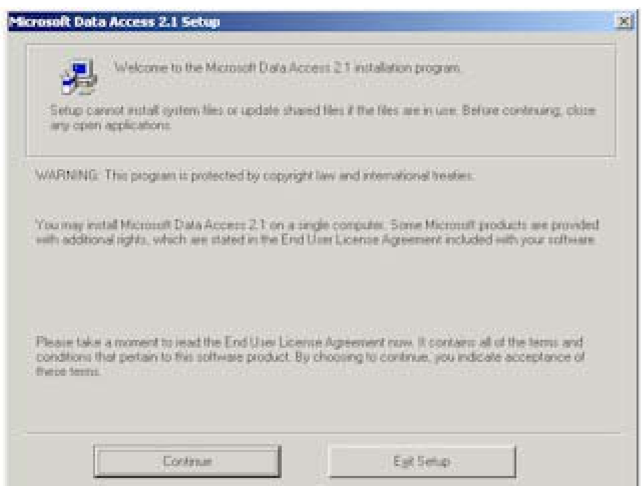
Click "Run this program from its current location" then click "OK". MDAC 2.1SP2 will begin downloading and then present this dialogue box:



Click "Yes".

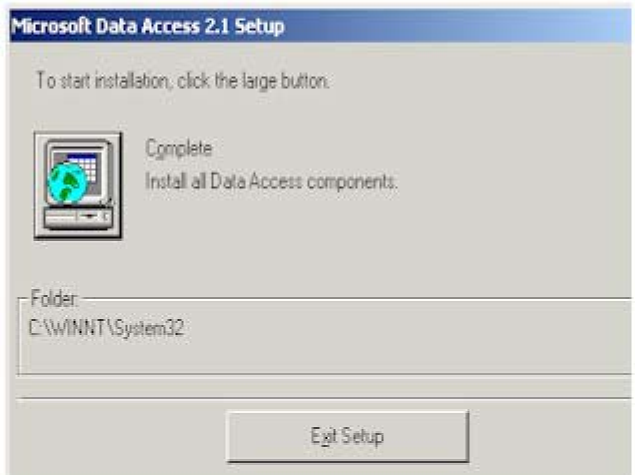
Then at the license agreement:

Click “Yes”. MDAC 2.1SP2 will initialize Setup, and the following screen will appear:



Click “Continue”.

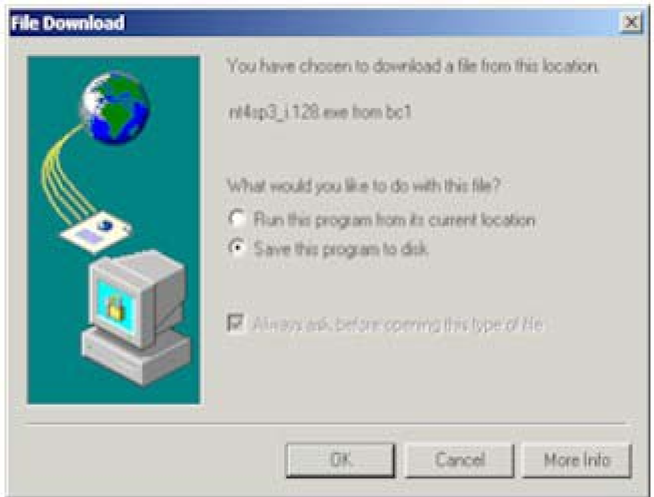
Next you will see:



To start installation, click the large button with the computer icon. After MDAC 2.1SP2 is installed you will be asked to restart your PC. Click "OK".

V. Steps for installing Service Pack 3 for Windows NT

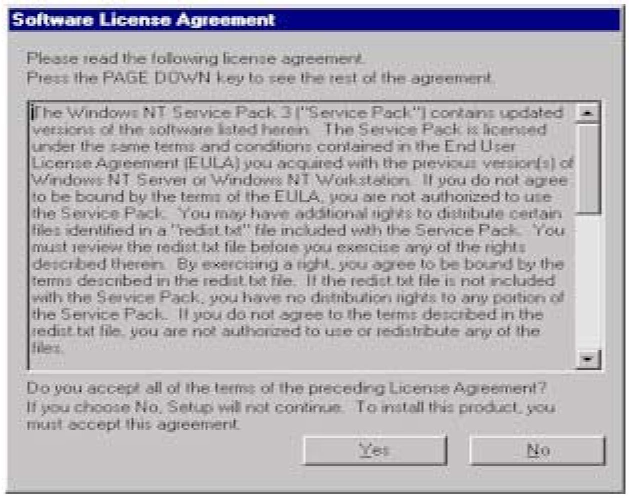
Access the FleetCommander web site at www.fleetcommander.com. Click on "Download Service Pack 3 for Windows NT". You will then see the following message box:



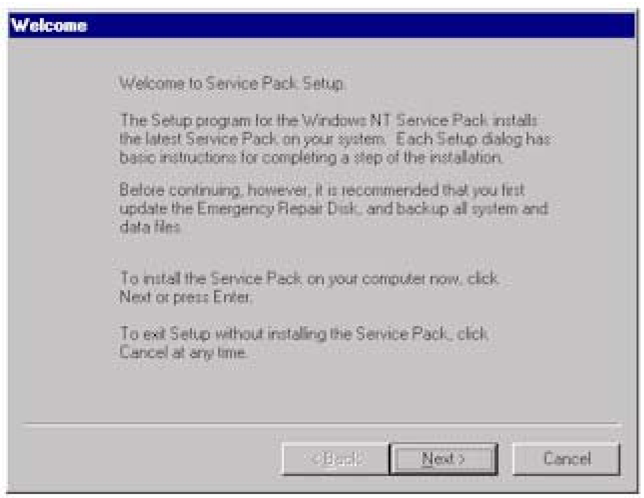
Click "Run this program from its current location" then click "OK". SP3 for Windows NT will begin downloading and then present this dialogue box:

Click "Yes".

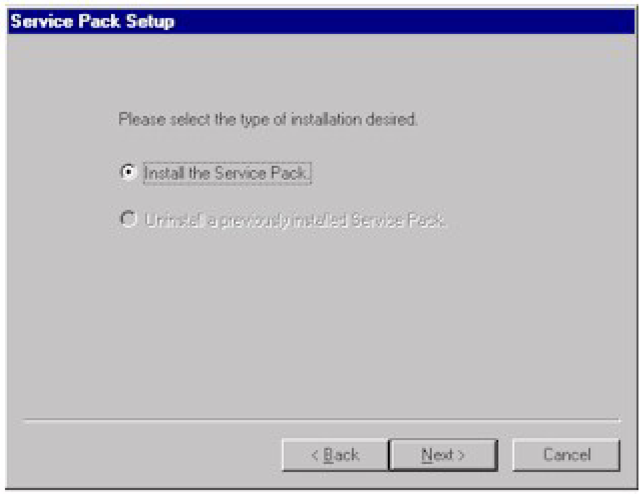
Then at the license agreement:



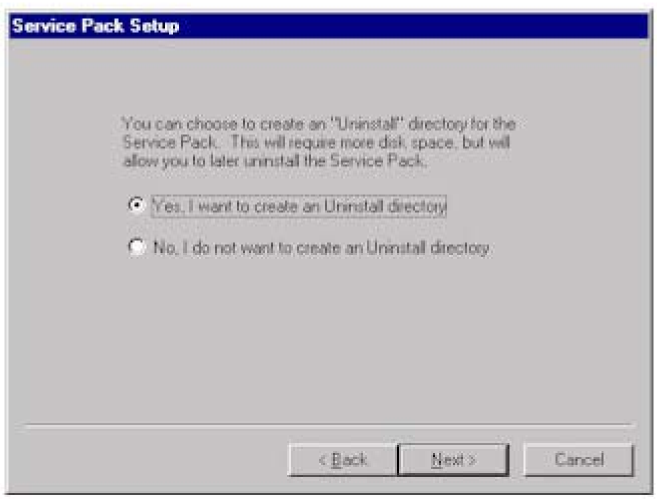
Click "Yes". When this message box appears, back up files necessary, if you choose to do so, then click "Next".



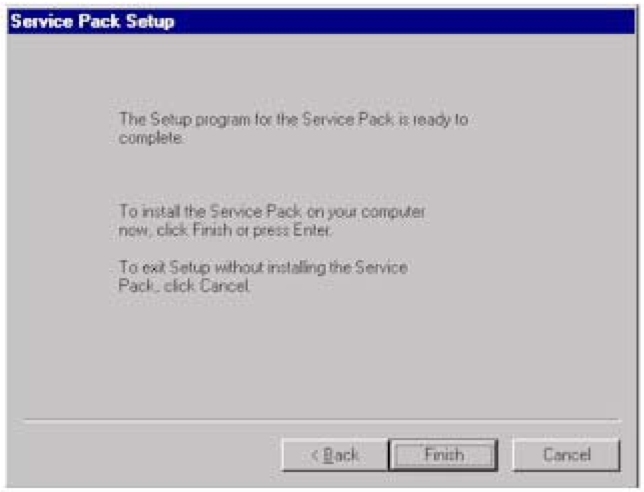
At the next window you will have the option of installing the Service Pack or Uninstalling a previous Service Pack. Make your selection and click the "Next" button.



You will then be given the option to proceed as is or to create an Uninstall directory for future use. Make your selection and click "Next".

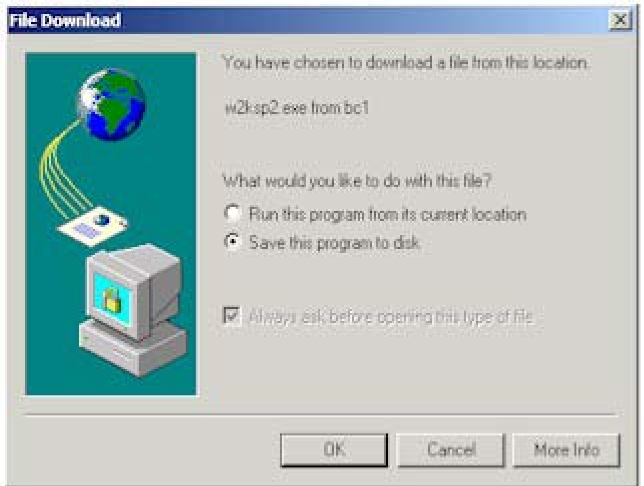


Now the Service Pack is ready to install. Click "Finish".



After installation is complete, your PC will need to be restarted for the new settings to take effect. Do this by clicking "OK".

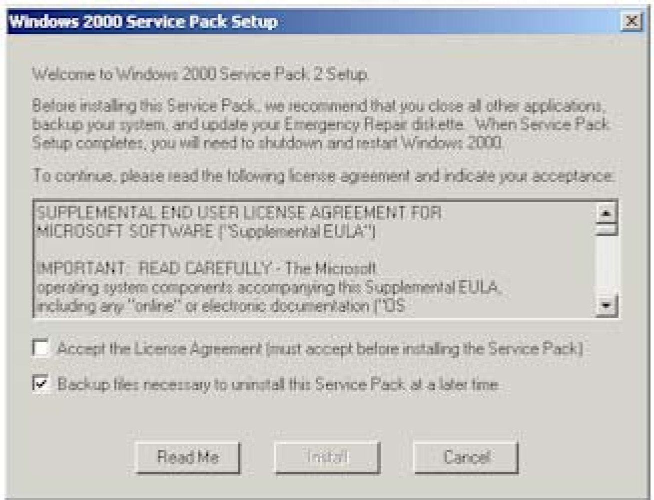
VI. Steps for installing Service Pack 2 for Windows 2000
Access the FleetCommander web site at www.fleetcommander.com. Click on "Download Service Pack 2 for Windows 2000". You will then see the following message box:



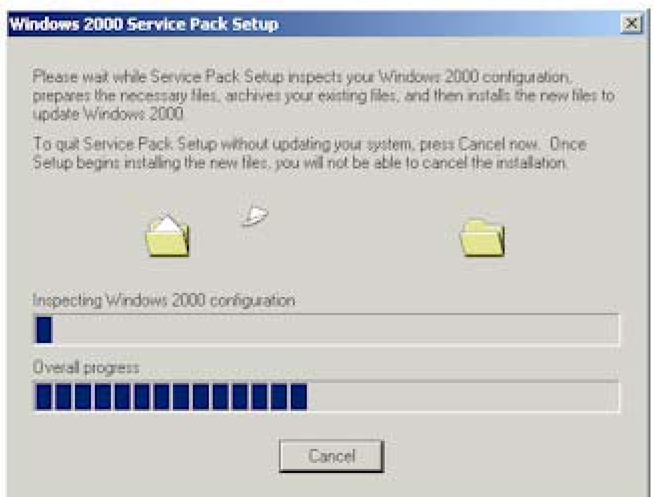
Click "Run this program from its current location", then click "OK". SP2 for Windows 2000 will begin downloading and then present this dialogue box:

Click "Yes".

Then at the license agreement:

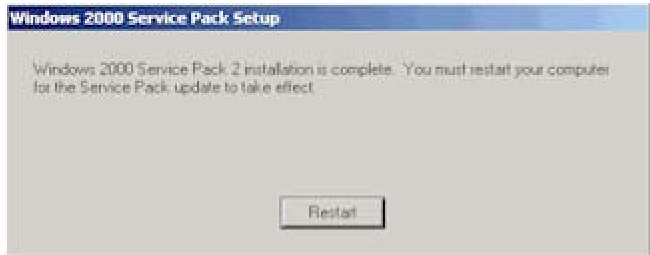


Click on the box before "Accept License Agreement". This will now make the "Install" button an option. Click on "Install".

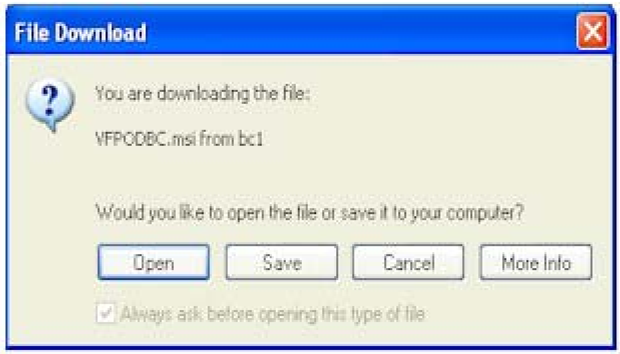


The next box that is displayed will show the progress as Service Pack inspects the configuration of your PC.

When this is complete you will be asked to restart your computer for the new settings to take effect. Do this by clicking the button labeled "Restart".



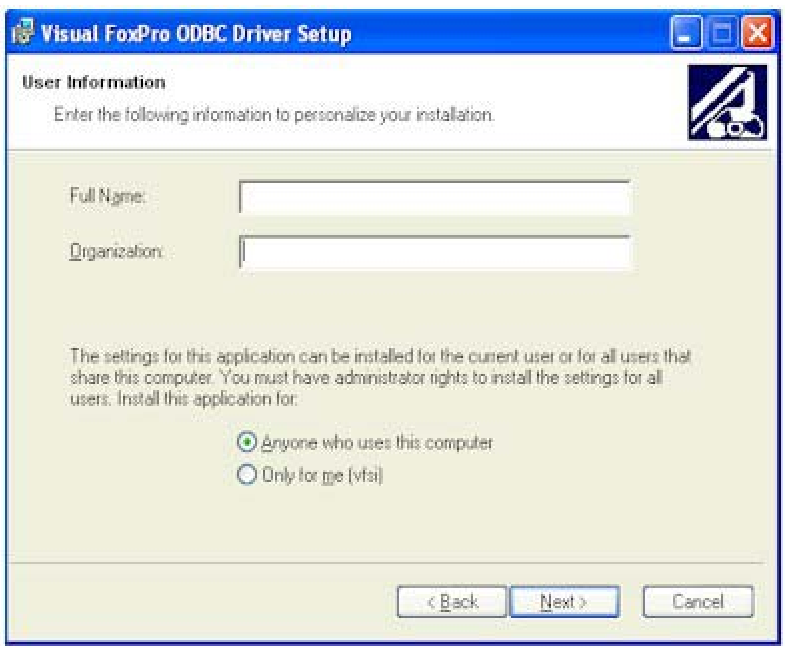
VII. Steps for installing Foxpro ODBC Driver
Access the FleetCommander web site at www.fleetcommander.com. Click on "Download Foxpro ODBC Driver". You will then see the following message box:



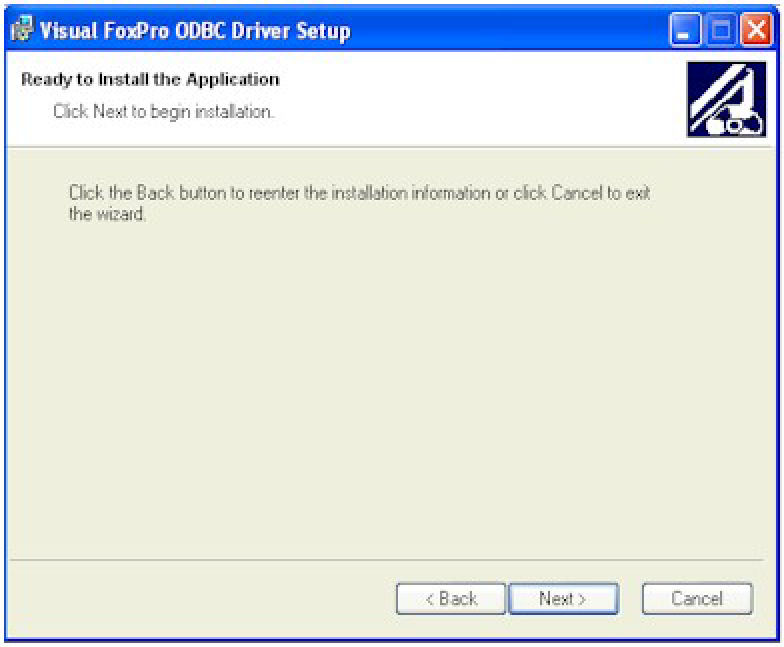
Click "Open", the file will then download and the following will appear:

Click "Next".

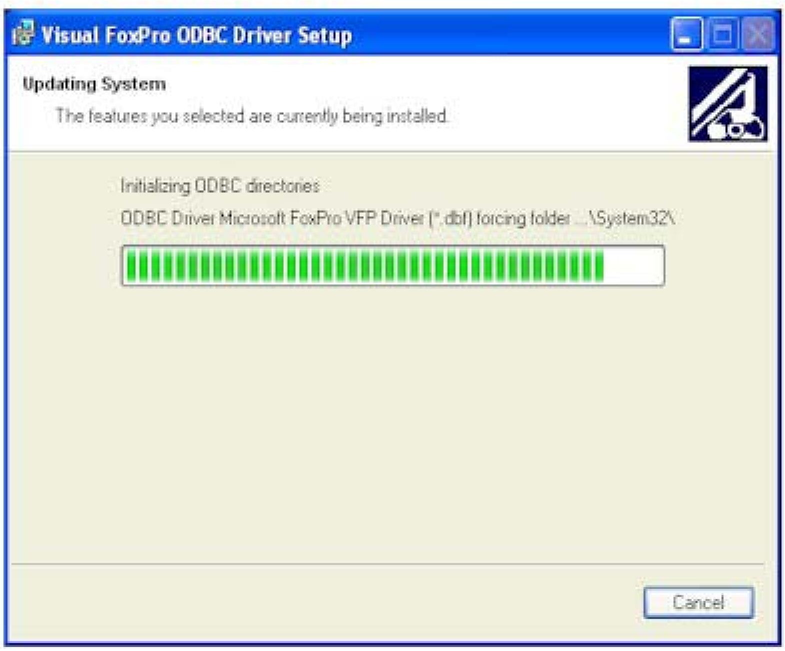
Click "I accept the license agreement", then "Next".



Select the option for "Anyone who uses this computer" and click "Next".

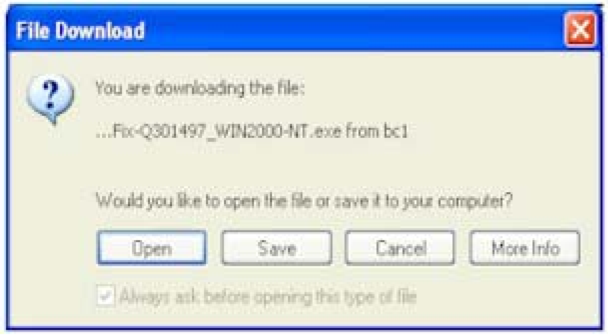


Click on "Next". You will then see the progress bar as the program is being installed.



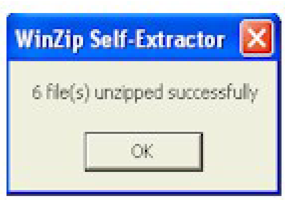
After installation is complete the message box below will appear. Click "Finish" to complete the installation.

VIII. Steps for installing MDAC Update
Access the FleetCommander web site at www.fleetcommander.com. Click on "Download MDAC Update". You will then see the following message box:



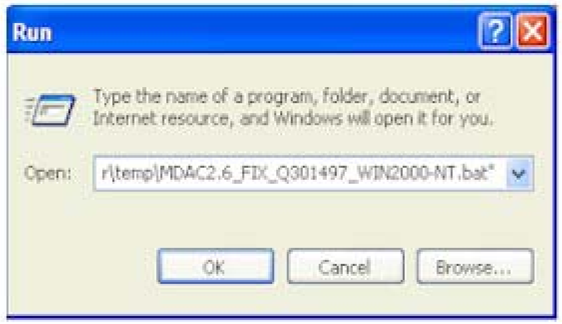
Click "Open". The MDAC Update will begin downloading and then present this dialogue box:

Click "Unzip", you will then see the following message box.

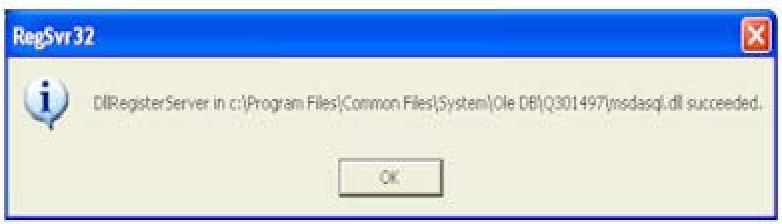


Click "OK".

You will then need to run the file that has been downloaded. Do this by going to Start\Run and click "Browse". You will then need to select the folder that the file was download by following the path of **C:\Program Files\Voyager FleetCommander\temp\MDAC2.6_FIX_Q301497_WIN2000-NT.bat** and clicking "OK".



You will then receive the following message showing that the update has been successfully installed.

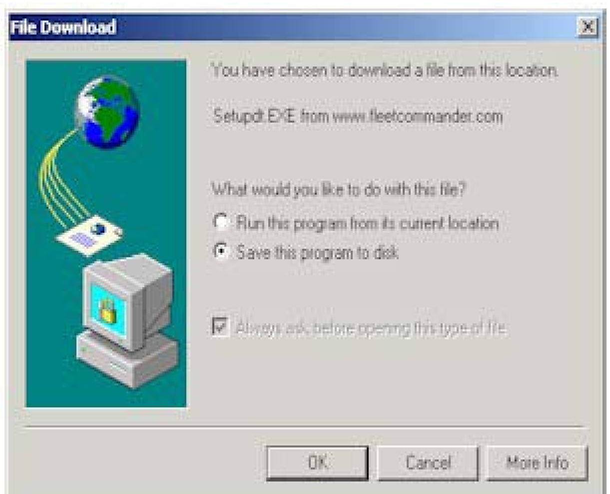


Installation Procedures

Review the pre-installation notes for instructions on installing any prerequisites that may be necessary for the version of Windows that is installed on your PC. Also please make sure that all other applications are closed, especially email applications like: Outlook, Lotus Notes, CC:Mail, or Virus scanning software like McAfee and Norton.

Voyager FleetCommander should be downloaded from the FleetCommander web site at www.fleetcommander.com. Before downloading, setup information and security background should be reviewed on the FleetCommander web site.

After downloading any prerequisites needed, if any, click on the link "Download FleetCommander" to begin the installation. You will see the following dialogue box:



Select “Run this program from its current location”. Then click “OK”.

Next you will see…

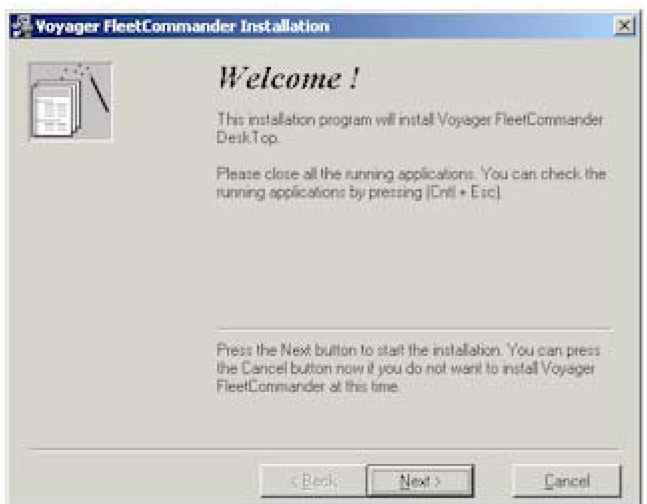
Click “Yes”. The FleetCommander Installation and Startup will begin.

If the necessary prerequisites are not installed on the PC before FleetCommander you will be shown the error message that corresponds as below:

If XML Parser 3.0 or greater has not been installed on the PC, the message shown below will appear. Please return to the prerequisites and install XML Parser before proceeding with the FleetCommander installation.

If MDAC2.1SP2 or greater has not been installed on the PC, the message shown below will appear. Please return to the prerequisites and install MDAC2.1 SP2 before proceeding with the FleetCommander installation.

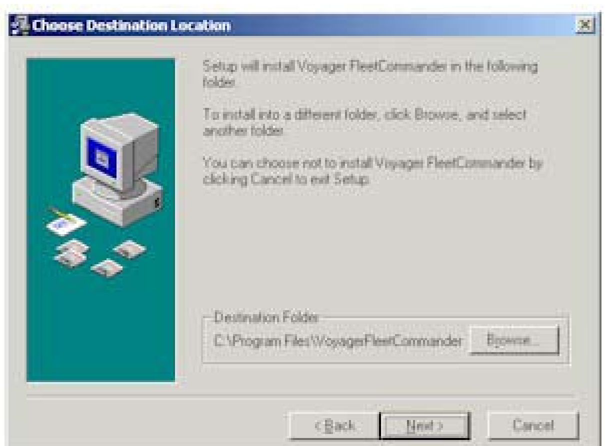
If the necessary prerequisites have been installed FleetCommander will continue as follows:



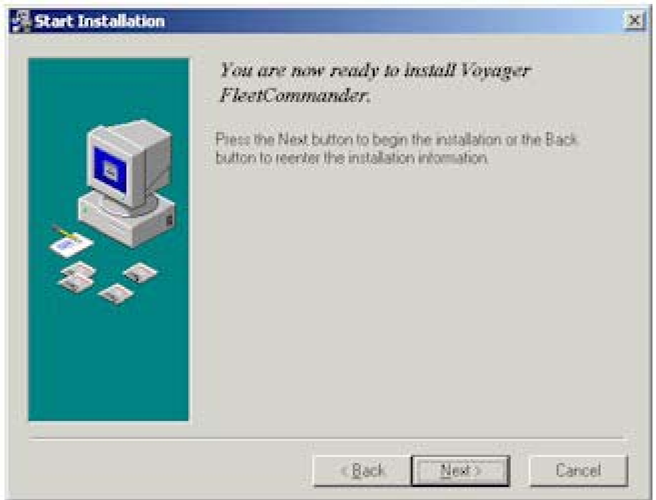
When you see this window, please close all other applications you may have running. Then click “Next”.

If there is a previous version of FleetCommander already installed on the particular machine, the below dialog box is displayed. This dialog box will not be displayed for a fresh installation. Click the "Next" button to continue.

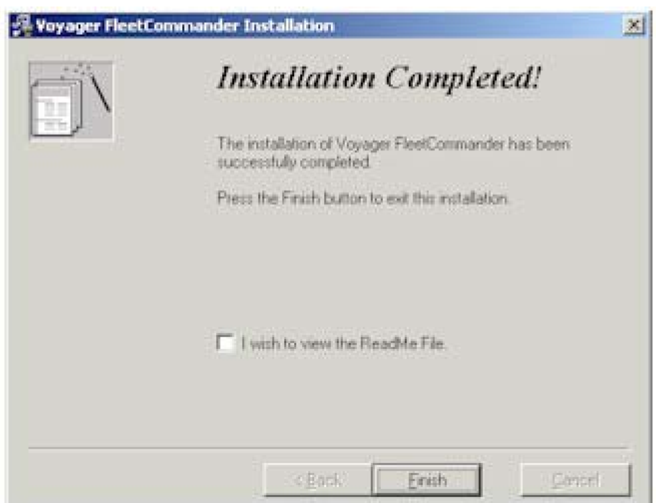
When the earlier versions are deleted, FleetCommander displays the following screen to select the directory to copy the files. When installing FleetCommander for the first time, you will see this screen after the “Welcome!” screen as shown above. The default directory is "Voyager FleetCommander" under "Program Files". It is recommended to install FleetCommander in this directory. Click the "Next" button to continue.



FleetCommander Setup is now ready to install FleetCommander. Click "Next" to continue.



Voyager FleetCommander Setup will install the required files on your machine. If the following dialog box is displayed and if you do not encounter any problems during the installation, then the installation of Voyager FleetCommander is successful. You can view the ReadMe file by the checking the box on the screen. Click “Finish” to complete the installation.



Release Notes

Introduction

FleetCommander can best be installed by accessing the FleetCommander web site at www.fleetcommander.com. The FleetCommander web site contains comprehensive start up and background security information that should be reviewed before installing FleetCommander onto your PC. Also, before installing the Voyager FleetCommander, make sure that all other applications are closed, especially e-mail applications like: Outlook, Lotus Notes, CC:Mail, or Virus scanning software like McAfee and Norton. You must also have Internet Explorer 5.0 or later installed on your machine or network. Depending on which version of Windows you have on your PC, you may need certain prerequisites installed which can also be accessed on the web site or as shown in the Pre-Installation Procedures section of the manual.

FleetCommander 5.7 offers the same excellent benefits as the previous version; exceptions reports, detailed graphs, and summary reports, along with several new notable new features:

- User Manager -- The User Manager has major benefits such as allowing FleetCommander users that are administrators to create/modify/delete users. The User manager also allows users to update their details such as phone/fax/address which helps Voyager keep the customer contacts more up to date.

- New Columns added --

    Card & Driver Codes 1-5 -- This allows the user to see the codes tied to the Driver, Vehicle and Card of a particular transaction all at once. Previously the user could only view one at a time by switching the Organization of.

    Location Name -- Allows user to view the name of the merchant where the transaction took place, rather than only the vendor name.

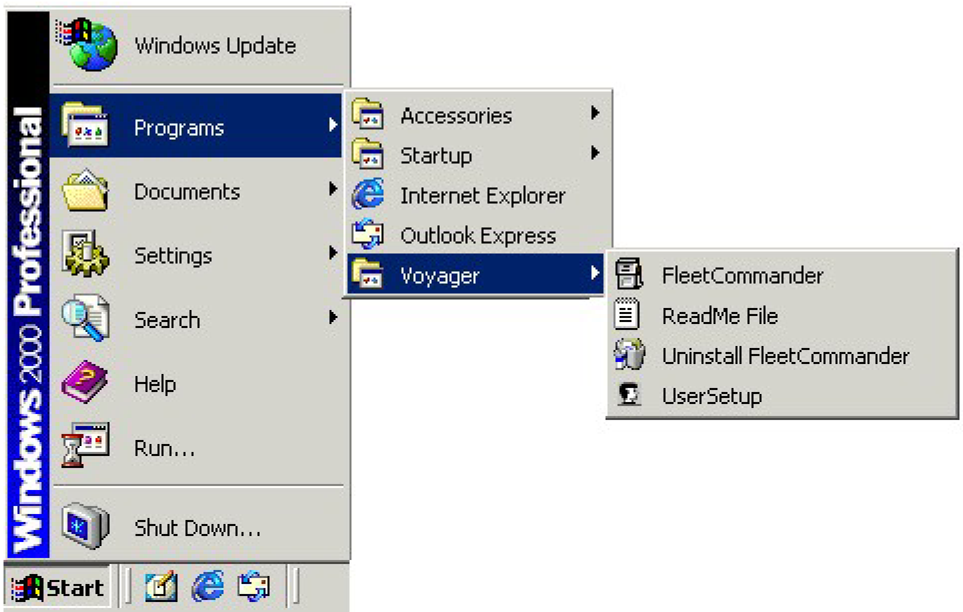
    Level 1-7 -- The user now has the ability to view the levels that are tied to a particular transaction at the time of sale. (These columns are view only, search criteria cannot be selected due to the fact that the same action is performed by making selections in the Org Tree window.)

Keyfield -- Indicates a unique number that is tied to a particular transaction. It is easy to discuss details of a transaction by using the keyfield value as an identifier.

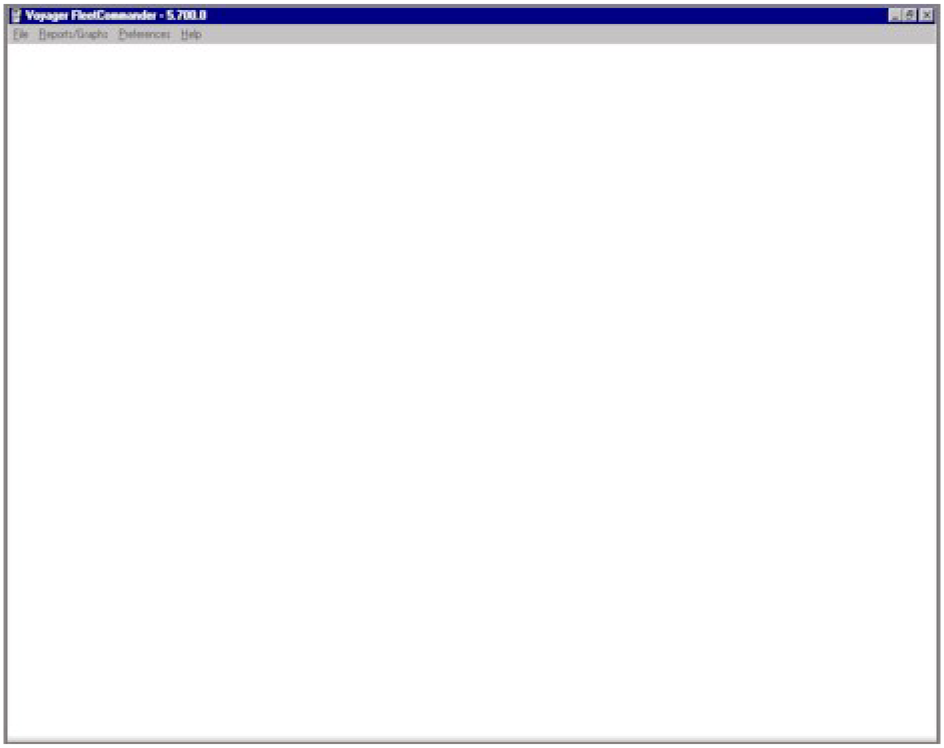
- New columns available for Summary Reporting -- Users now have the capability to run reports on Vehicle Description, Vehicle Codes 1-5, Card Codes 1-5, Driver Codes 1-5, Location Name, and Levels 1-7.
- Exporting now 400 times faster.
- Users have the ability to change the cell colors that identify transaction rows by type.
- New Date selection window added which simplifies date selection.
- Explanation corresponding to letters now shown in Exception Options Window.
- Ability to resize column widths.
- There are now the options to Select All/Remove All when making column selection.
- User now has the ability to directly edit values in Move/Hide Columns and Select Sort Options windows.
- User now has the ability to directly edit values on Gross Purchase, Net Purchase, Exemption, Time, Odometer and all Tax forms.
- Ability to "drop down" the Organization Level tree box.
- Transaction type totals by count and dollar amount now displayed at the same time.

Start Up

To start FleetCommander, click on the Start button at the bottom left corner of your screen. Then highlight the Programs link. From the Programs menu that appears, highlight Voyager and then click on FleetCommander. This will start up the FleetCommander software installed on your PC.



Once FleetCommander is loaded your screen should look like this:



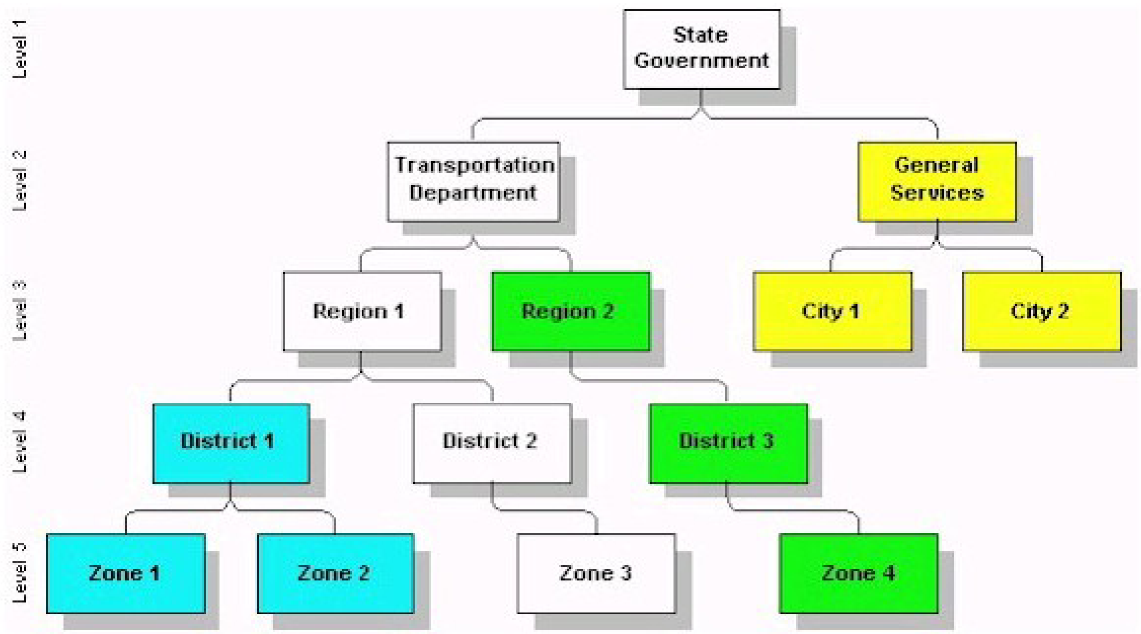
Main Screen

Note: For FleetCommander to function, transaction data must be imported from the Voyager web server. To access the Voyager web server a fleet manager must have the proper security clearance. Once a Logon ID and password have been set, you may begin the File import process.

Security

Installing Voyager FleetCommander does not include installing any transaction data for reports. In order to run reports, data files must be imported. And in order to get the data files, an appropriate user name and password must be created. Logon IDs and passwords are issued by Voyager to the Fleet Manager, who then accepts administrative authority for the entire organization or account.

Organizations may be visualized in levels as shown by a typical org-chart:



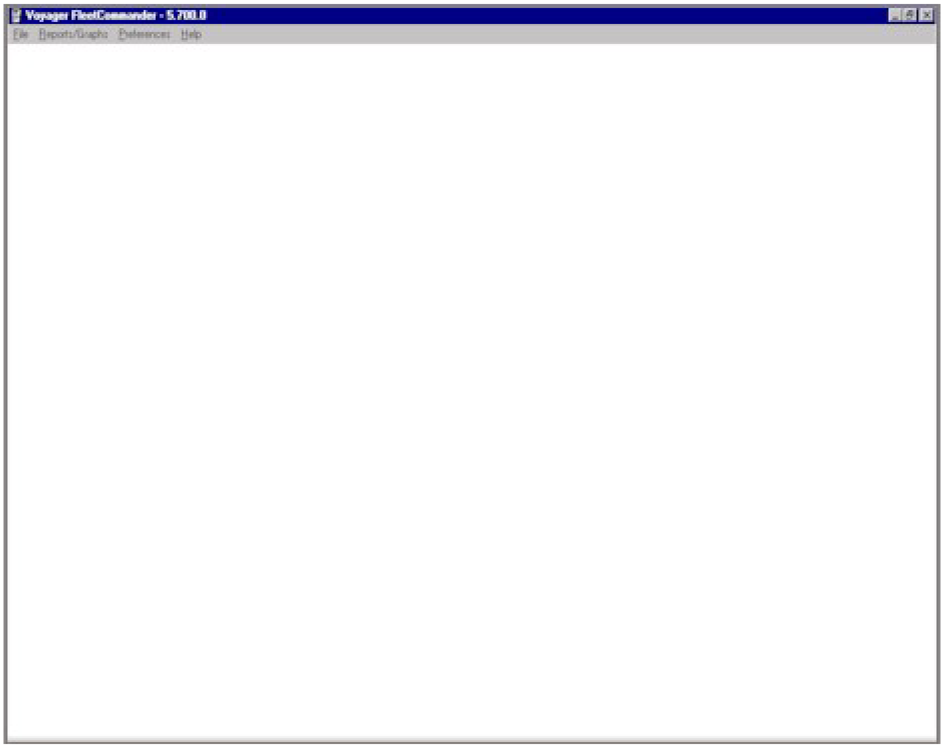
When users are created, they must be assigned to one of the organizational units. For example, consider a user created and assigned at Region 2, Jane Smith. Jane can see any of the Voyager transactions that occurred on cards, vehicles, or drivers who were assigned to Region 2 or below (green). But Jane would not be able to see transactions occurring outside of the Region 2 organization (non-green). The general rule is that a user can only see transactions that occurred at the node in the organization where that user is assigned and in all organizations below.

Similarly, a user created at District 1 would be able to see only those transactions where the District 1 or below (blue) org units were involved and a user created at General Services would only be able to see transactions where one of the three General Services org units (yellow) were involved. If there were a desire to have a high level fleet manager in this organization, it could be created at the only level 1 org unit - State Government - and this user would be able to see all the transactions. The only limitation to this is that performance will suffer when a user is setup in the organization where there will be a very large number of transactions.

An Enrollment Form must be filled out, signed, and faxed to 1-800-987-6592 in order for a user id & password to be setup.

Once a user is established at the correct organization unit, and that user has been designated to receive files for import, then that user will be able to retrieve and import data files.

Basics Main Menu



Main Screen

When FleetCommander opens, a blank screen is shown with a menu bar at the top displaying five options:

- File
- Report/Graphs
- Preferences
- Help

File Menu

To select any option, highlight and hit enter, or move the mouse cursor over the option and click the left mouse button.

1. To select the file menu you can press the **alt** key and the letter **F** key or you can move your mouse cursor over the word **File** and click the left mouse button.

2. The options from the file menu are:
   - **Import Transactions** – allows user to import data into FleetCommander
   - **Delete Transactions** -- allows user to delete data in FleetCommander
   - **Exit FleetCommander** – allows user to exit FleetCommander

Reports Graphs Menu

Further description, and methods of use for the Reports/Graphs Detail Screen are given in the **Reports/Graphs Detail Manual**. Please refer to the Reports/Graphs Detail Screen for help in the usage and functions of this screen. The Reports/Graphs Detail screen is capable of creating customized report formats, and graphical representations of your transaction data.

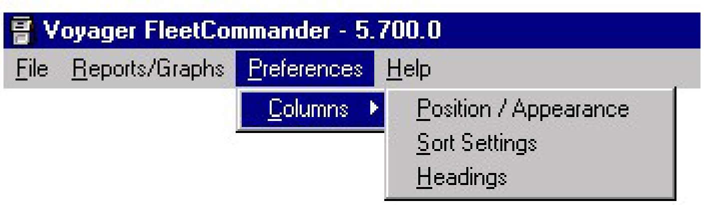
1. To select the Reports/Graphs menu, press the **alt** key and the letter **R** or move your mouse cursor over the words **Reports/Graphs** and click the left mouse button.

2. The only option for the Reports/Graphs is **Detail**. This option allows the user to view the screen that displays data within FleetCommander. <u>Data must first be imported into FleetCommander before the user will be able to use the detail screen.</u> (See Importing Transactions into FleetCommander on page 53.)

Preferences Menu

The Preferences Menu allows the user to adjust the settings and format of FleetCommander, i.e. headings, columns, position, etc. All changes that can be made within this menu can also be done within the Report Detail Screen. When you make changes within the **Preferences** menu, you define the default view by which FleetCommander will display transaction data whenever you open the Report Detail Screen.

1. To adjust the preferences for the settings in FleetCommander, move the mouse cursor over the word **Preferences** or press the **alt** key and the letter **P**.
2. The only option listed is **Columns**. Move the cursor over the word **Columns** and another list of options will appear.
3. To change the position and appearance of the columns, move the mouse cursor over the words **Position/Appearance** and click the left mouse key. This will open a screen which enables the user to change the order in which the columns are viewed and allows the user to hide columns that are not wanted.
4. To select the order in which the columns are sorted when viewed, move the cursor over the words **Sort Settings** and click the left mouse key. This screen allows the user to change the order in which columns are sorted, either in ascending or descending order.
5. To change the titles of the column headings move the mouse cursor over the word **Headings** and click the left mouse key. This will open a screen which enables the user to change the names of the column headings to other titles that may fit the user's needs better, depending on how the account was originally set up.

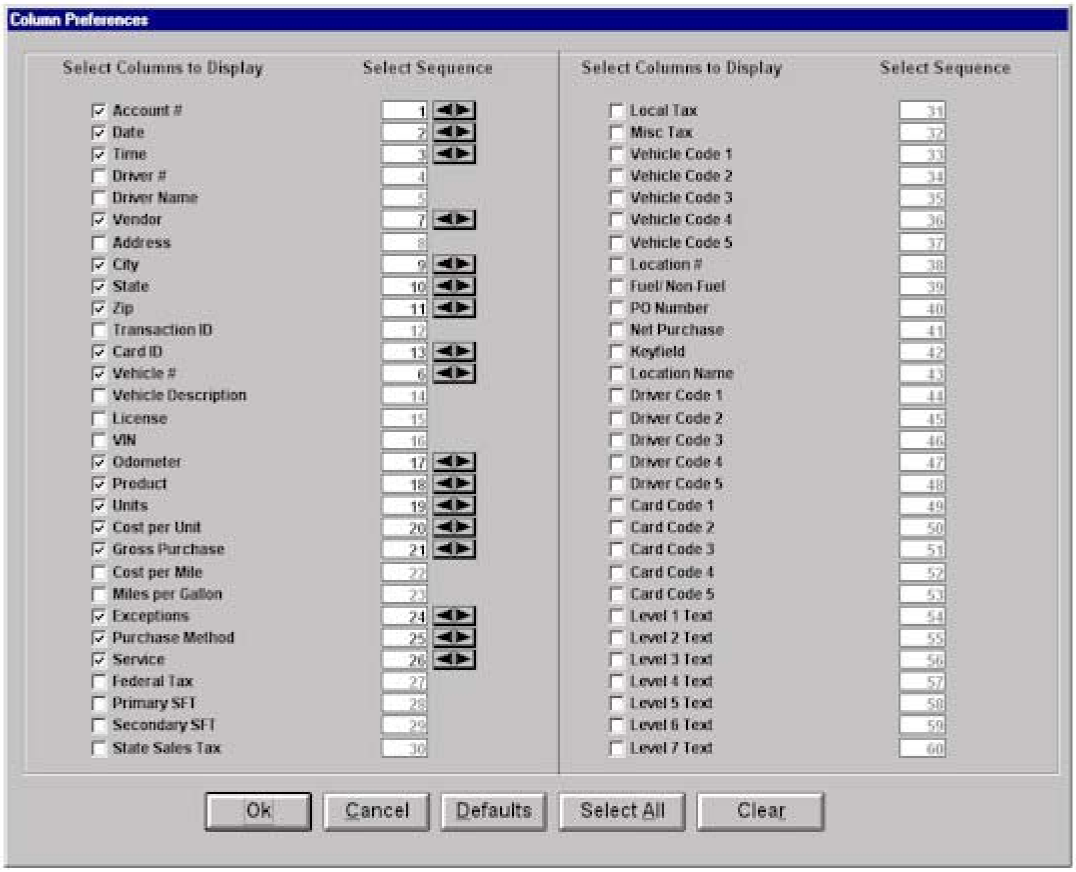


<u>Changing order of columns</u>

1. The position of each column may be changed by clicking on the right or left arrow next to the **Select Sequence** box. By doing so, the numbers will either ascend or descend depending on which arrow is clicked.
   - right arrow – numbers will ascend
   - left arrow – numbers will descend

These numbers can also be changed by clicking in the **Select Sequence** box and entering a number between 1-60 on the keyboard.

2. As each column number is manually changed by the user, the other column numbers will automatically change.



Column Preferences Window

Hide/Unhide Columns:

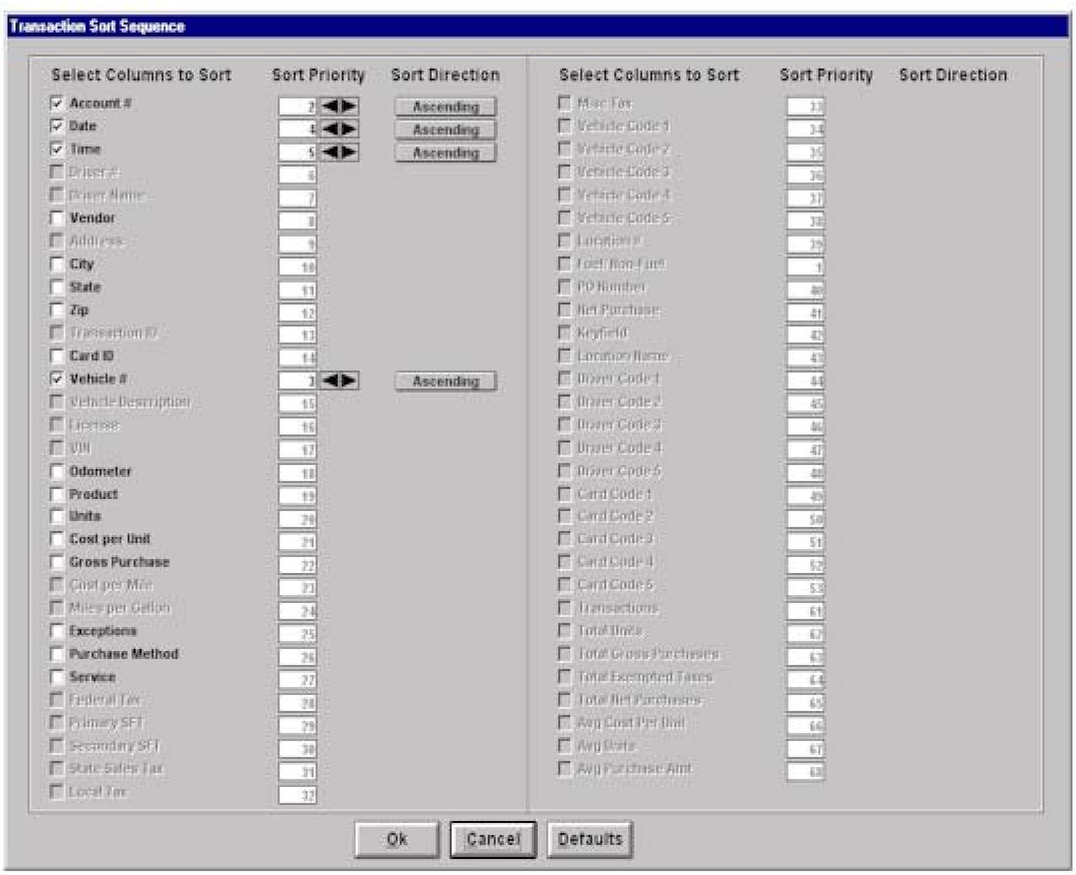
1. Columns are viewed by clicking on the box in the **Select Columns to Display** box next to the column that you would like displayed. If an **X** is in the box, the column will be displayed.

2. To hide a column, make sure that the box in front of the column is blank. All of the columns that have an empty box in front of the name will not be shown in the Detail Screen.

Sort Settings

1. After choosing the option the user must select the columns to sort by clicking on the boxes in the **Select Columns to Sort** box. By marking each column, the user is asking that the column be sorted either in an ascending or descending order. The position of each column may be changed by clicking on the right or left arrow next to the **Sort Priority** box. By doing so, the numbers will either ascend or descend depending on which arrow is clicked.
    - right arrow – numbers will ascend
    - left arrow – numbers will descend

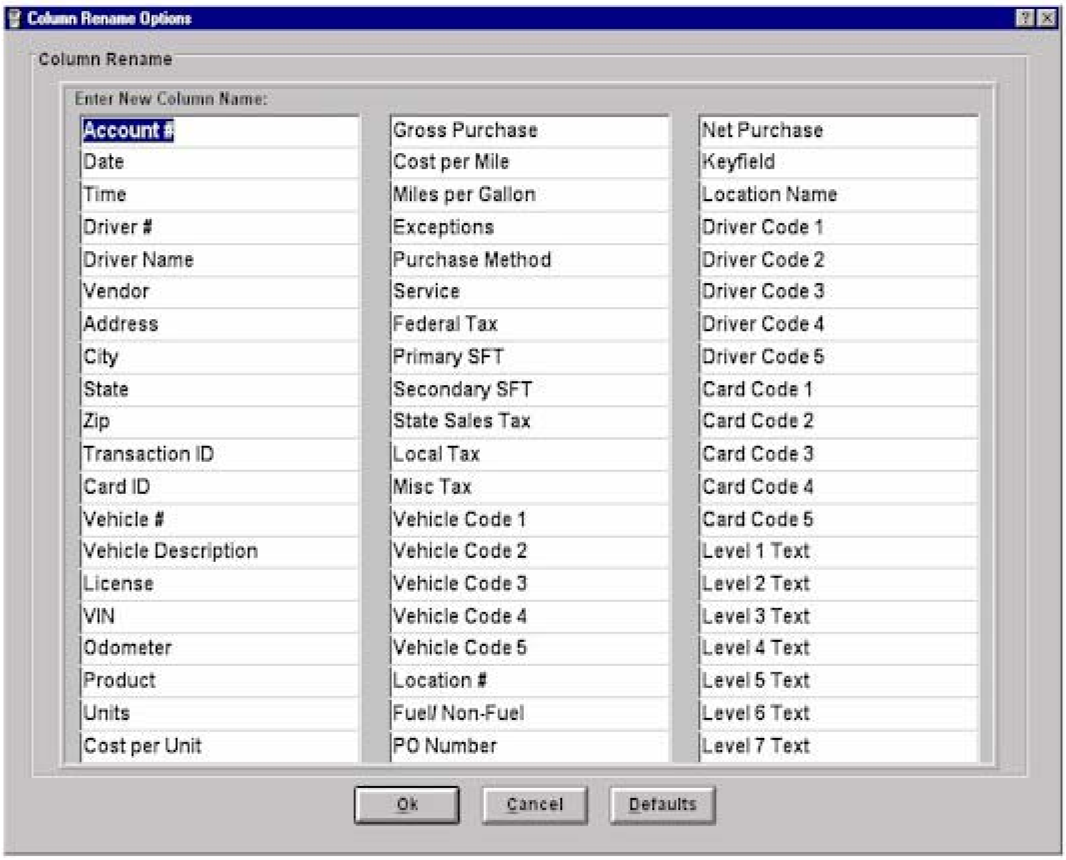
   These numbers can also be changed by clicking in the **Sort Priority** box and entering a number between 1-60 on the keyboard.
2. Next the user chooses the sort direction by clicking on **Ascending** or **Descending** in the **Select Sort Direction** box. To change the direction, click on the box that is labeled ascending or descending and the direction will change.
3. The final option in the column menu allows the user to change the column headings.



Transaction Sort Sequence Window

Change Column Headings:

1. To change the column headings in the **Column Rename Option** box, highlight the heading that you wish to change.
2. Press the delete key and type in the new heading.
3. When finished changing column names, click **OK**.



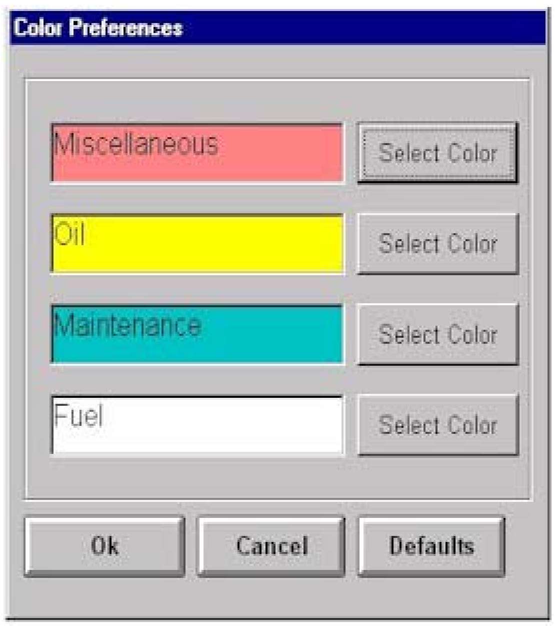
Column Rename Options Window

From inside the reporting screen the user can make changes to their column position and sorting through Move Hide Columns and Select Sort Options. Column headings can be altered by right clicking on any column heading.

In Reports/Graphs\Detail the user has the option to change several other preferences.

Change Product Category Colors:

The user may change the colors that correspond with each product category by selecting the Colors option under Preferences or left clicking on the category box down at the bottom in the Grand Totals. If Preferences is selected the box below is shown.



By left clicking on the Select Color button or on the Category box itself, the next window will appear.

From this point the user can customize their color selection to make the different product categories in FleetCommander stand out more if needed.

Display Totals:

The totals displayed at the bottom of the Reports/Graphs\Detail screen show the total transactions and dollar amount spent by product category along with a grand total. These totals options can be turned off and on by selecting Display Totals in Preferences.

Expand Org Tree:

The organization tree in the top right hand corner of FleetCommander will now drop down so that the user can more easily view their organizational hierarchy when making a selection to query. This can be turned off or on by selecting Expand Org Tree in Preferences.

Importing Transactions

Why do I need to run the File Import?

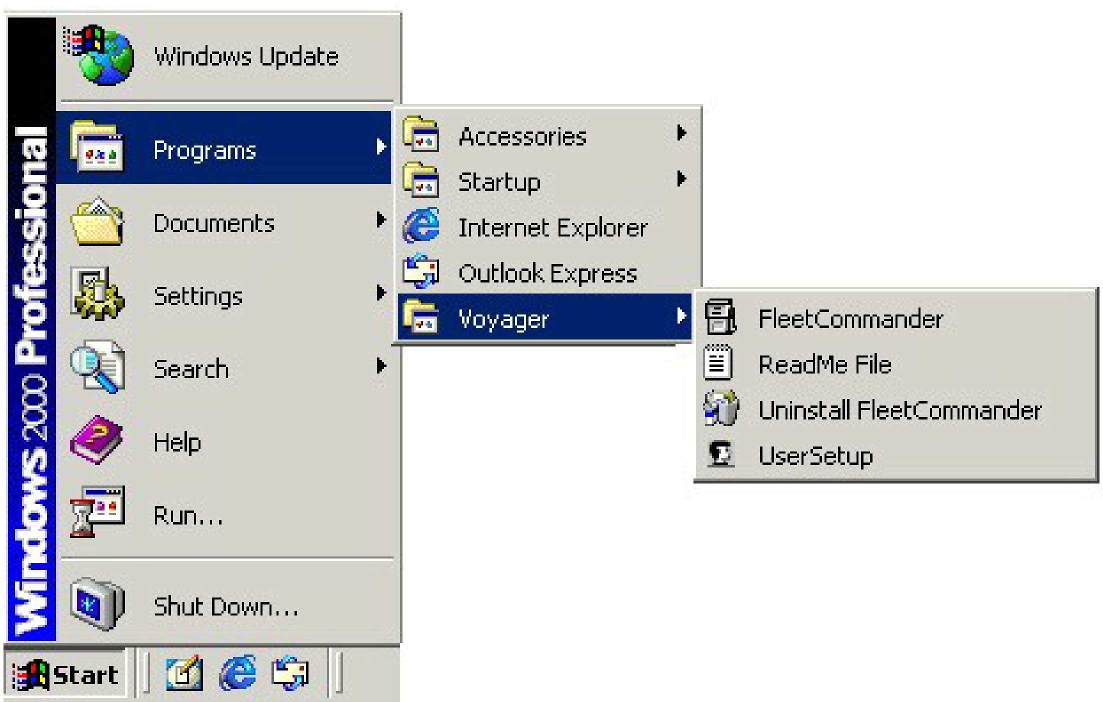
When you install FleetCommander on your computer, you will not find any data in the database for you to review. If you wish to view the details of your fleet, you have to import the files into the database.

Where do the files come from?

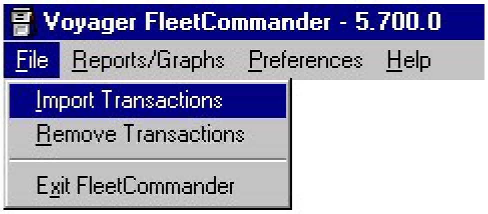
The system administrator will designate transaction data to be posted to the Voyager web server for a specific organizational/agency level. Transaction data is pulled from the Voyager mainframe system, bundled, and then posted to the Voyager web server. The FleetCommander user will then use their Login ID and Password to access the Voyager web server, via the internet, and then import files into their FleetCommander Desktop software. (See Security on page 42.)

How do I run the File Import?

Files will be imported through the Voyager web server. To open the program, click on **Start\Programs\Voyager\Fleetcommander**

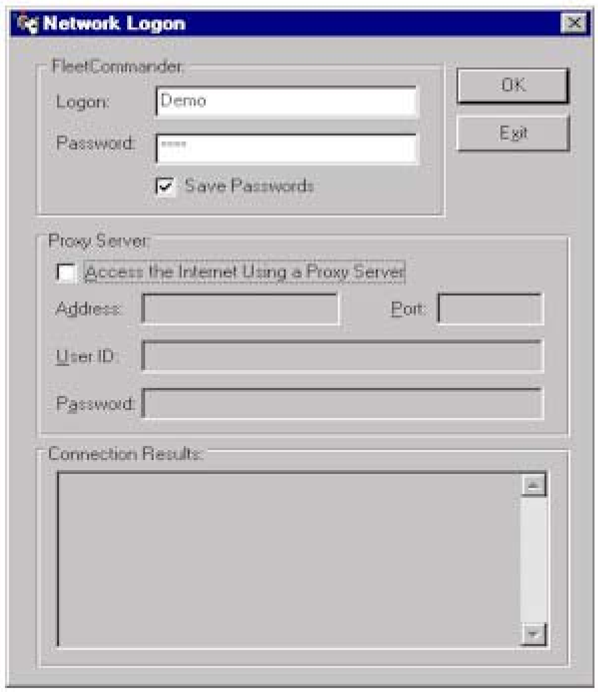


Click on **File\Import Transactions**



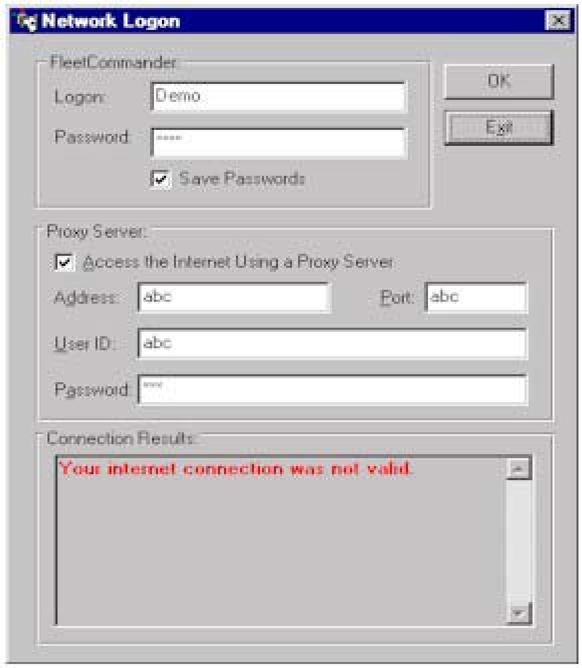
Accessing the System

After selecting Import Transactions, the following Dialog box appears, it will require some input on your part. Please enter your FleetCommander user name and password information. This information can be saved by checking the box Save Passwords. If the computer running this program is directly dialed into the internet, then Proxy settings are not required. Each network has unique Proxy settings, to get the correct settings please contact your system support people or an administrator. Click on **OK** to continue.

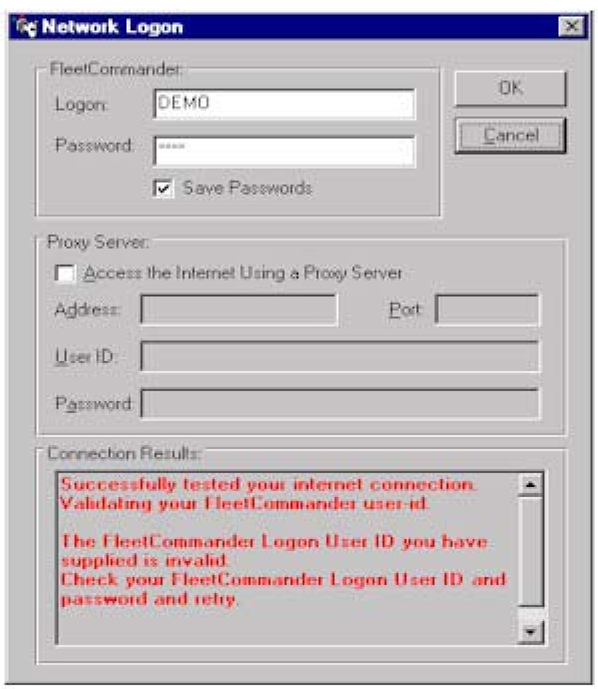


A series of messages will appear at the bottom of the Network Logon box as FleetCommander tests your internet connection and verifies your User ID and password. If all information is correct, another series of screens will go by as your File Import list is being built.

If there is a problem with your internet connectivity or proxy settings, if any are entered, you will receive this error message:



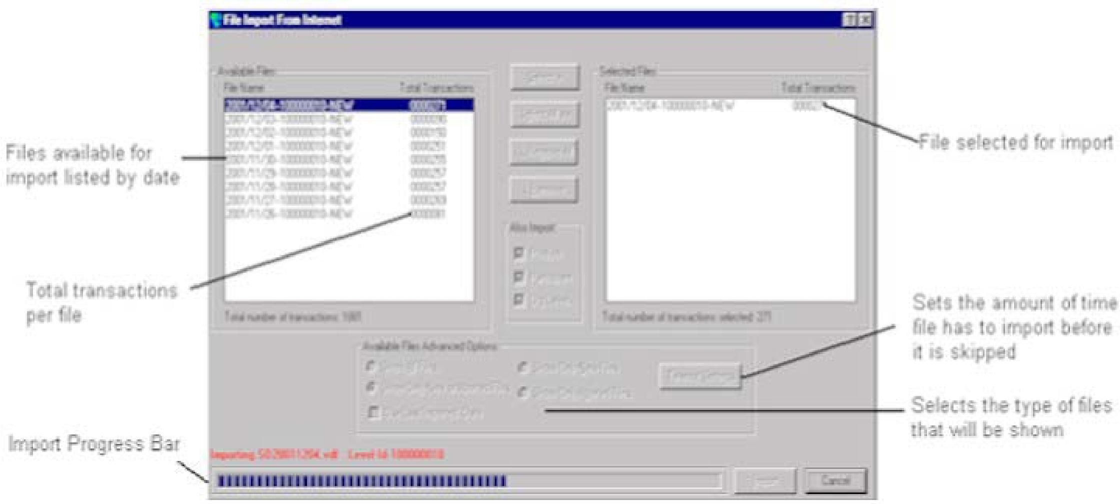
If there is an error entering the User ID or password information you will receive the error message below:



File Import Window Breakdown

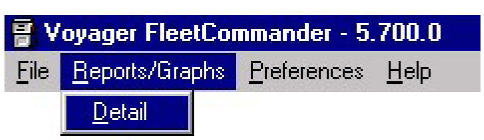
The next screen that appears will show you a list of Available files to import on the left. Select the files to download by clicking select all or by clicking on each file and then click the select button. If an error occurs during the import you can go back into FleetCommander and click show aborted files, by doing this the list of available files changes to aborted files. Reselect the file and try to download it again.

The red lettering on the bottom is the status of the import. Once it says import complete, click on "Exit" in the bottom left hand corner or the **X** in the upper right hand corner. The following box will appear, click on “Yes”.



File Import Window Breakdown

After FleetCommander restarts, the data is ready to be viewed. Click on Reports/Graphs, go to Details.



The Reports/Graphs\Detail screen will then appear, and you may begin using FleetCommander to view your transaction data.

<u>What happens if I try to import a file, which is already imported?</u>

You can always import a file which is already imported. FleetCommander gives you an information message that you already imported the file. If you still want to continue with the import, FleetCommander will replace the old data with the new file you are importing.

<u>What should I do if I face any problems while running the File Import?</u>

If the program displays any error during the import, please copy the error message, give a brief description of the steps leading to the error, and email it to us at FleetCommander@usbank.com

We appreciate your comments or suggestions.

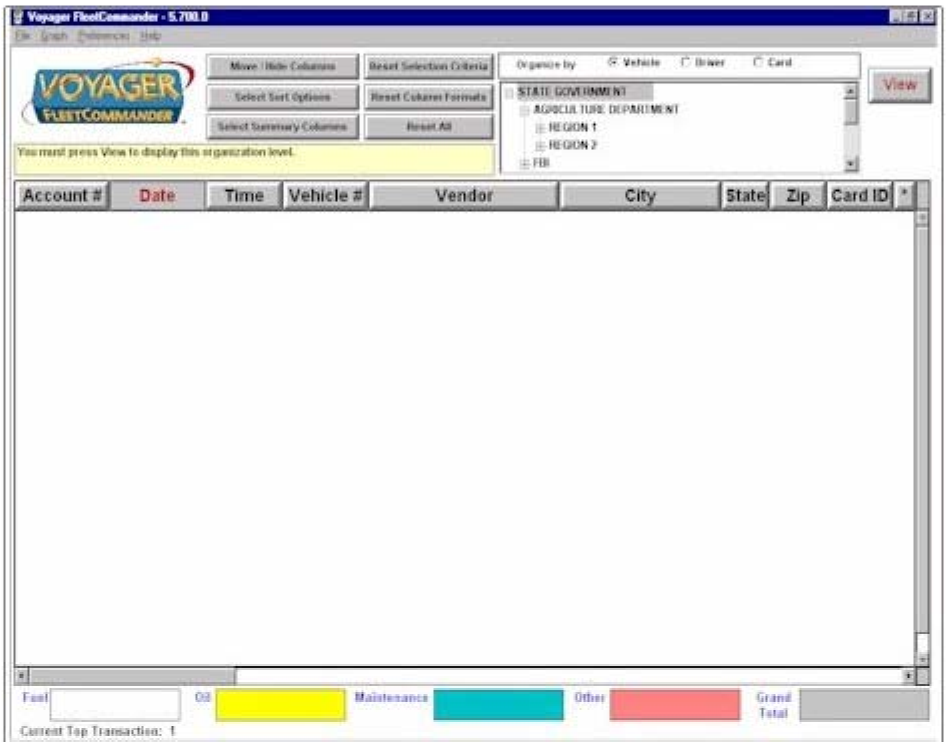
<u>How do I select more than one file at a time?</u>

You can select the files by any of the following ways:

- Double click on the file you want to select.
- Select the file and click on "**Select**".
- If you wish to select more than one file at a time, hold down the "**Ctrl**" key and select the items with the mouse.
- If you wish to select a group of files at a time, hold down the "**Shift**" key and select the items with the mouse.
- Clicking the "**Select All**" option will select all files available for import.

Reports Graphs Detail

This is a snapshot of how the Reports/Graphs Detail Screen looks once it has been opened. It is this screen and its usage that will be the main focus of this manual.

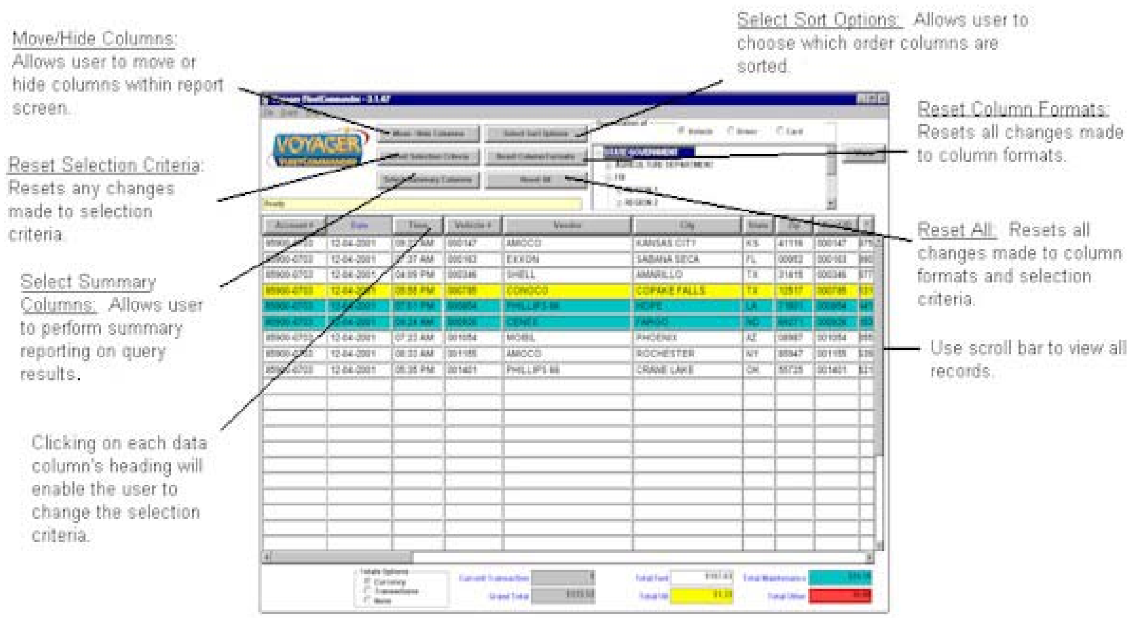


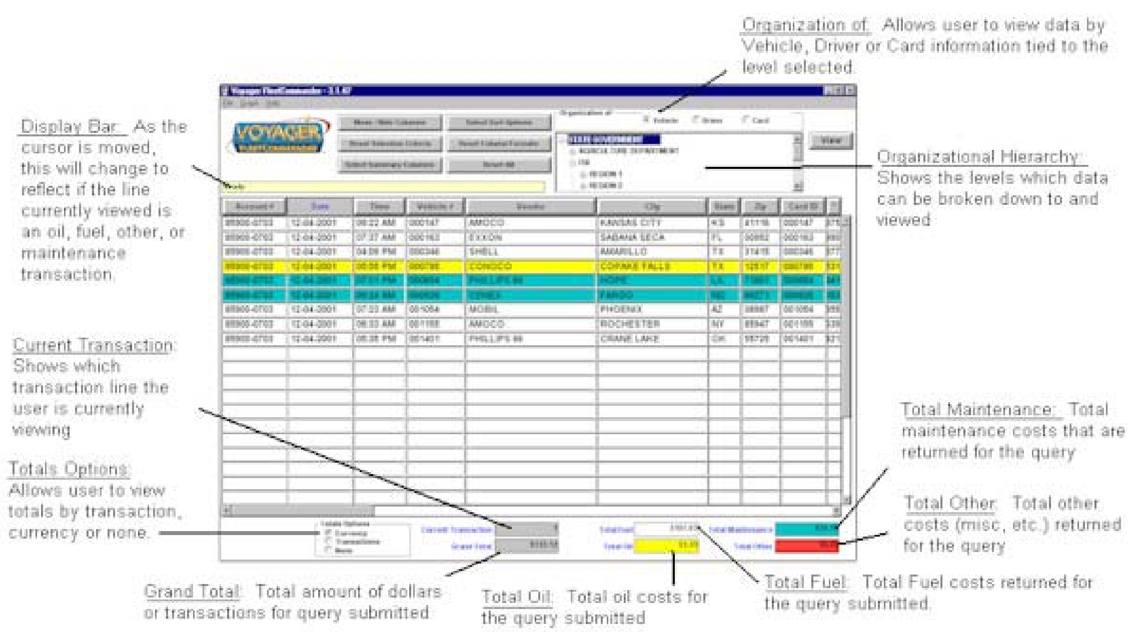
Reports/Graphs Detail Screen

The Report/Graphs Detail Screen is used to view data that has been imported into FleetCommander and is specific to your organizational level. The following section gives a basic overview of the screen's functions.

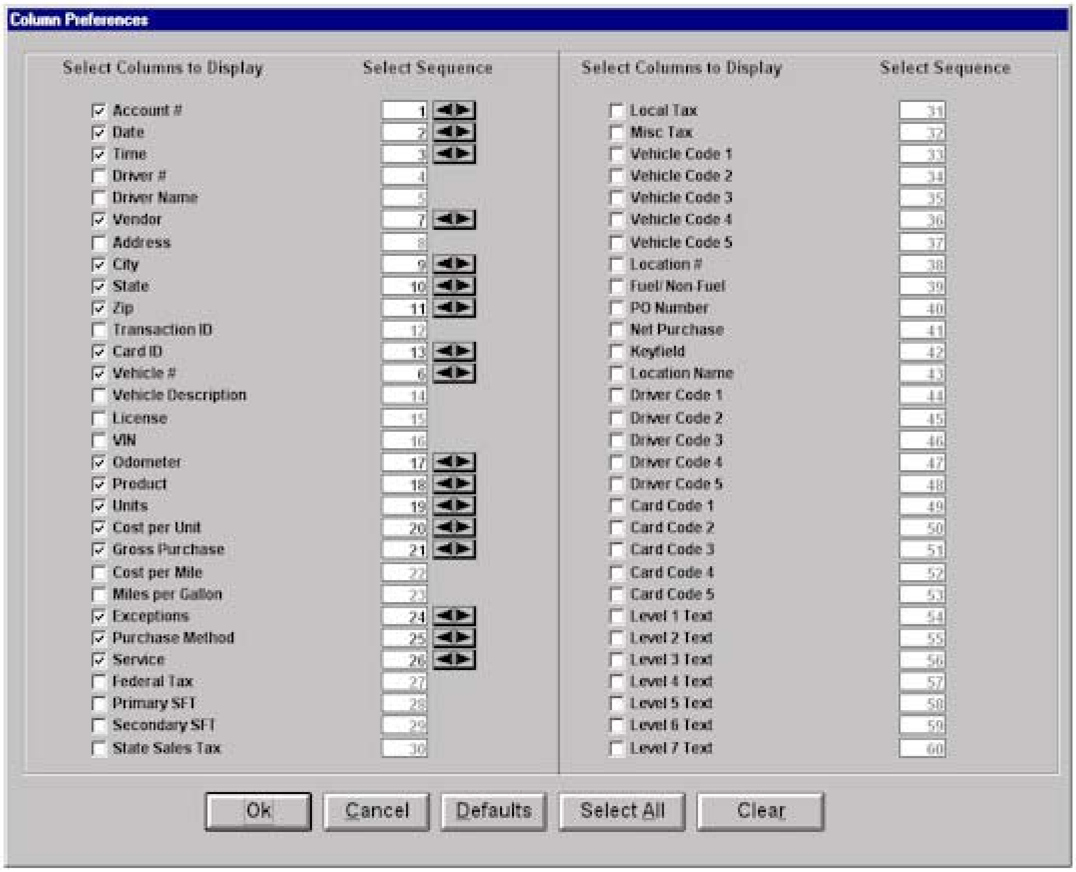
Reports Graphs Detail Screen Breakdown

The following diagrams give a brief overview of each buttons functions in the Reports/Graphs Detail Screen. Click on any of the links below for a more in depth description.





Move Hide Columns



Column Preferences window

After selecting the **Move/Hide Columns** option the **Column Preferences** window will appear. Within this window you can select which columns you would like to display and the order which they will be displayed within the report screen.

1. Columns are viewed by clicking on the box in the **Select Columns to Display** box next to the column that you would like displayed. If an **X** is in the box, the column will be displayed.
2. To hide a column, make sure that the box in front of the column is blank. All of the columns that have an empty box in front of the name will not be shown in the Detail Screen.

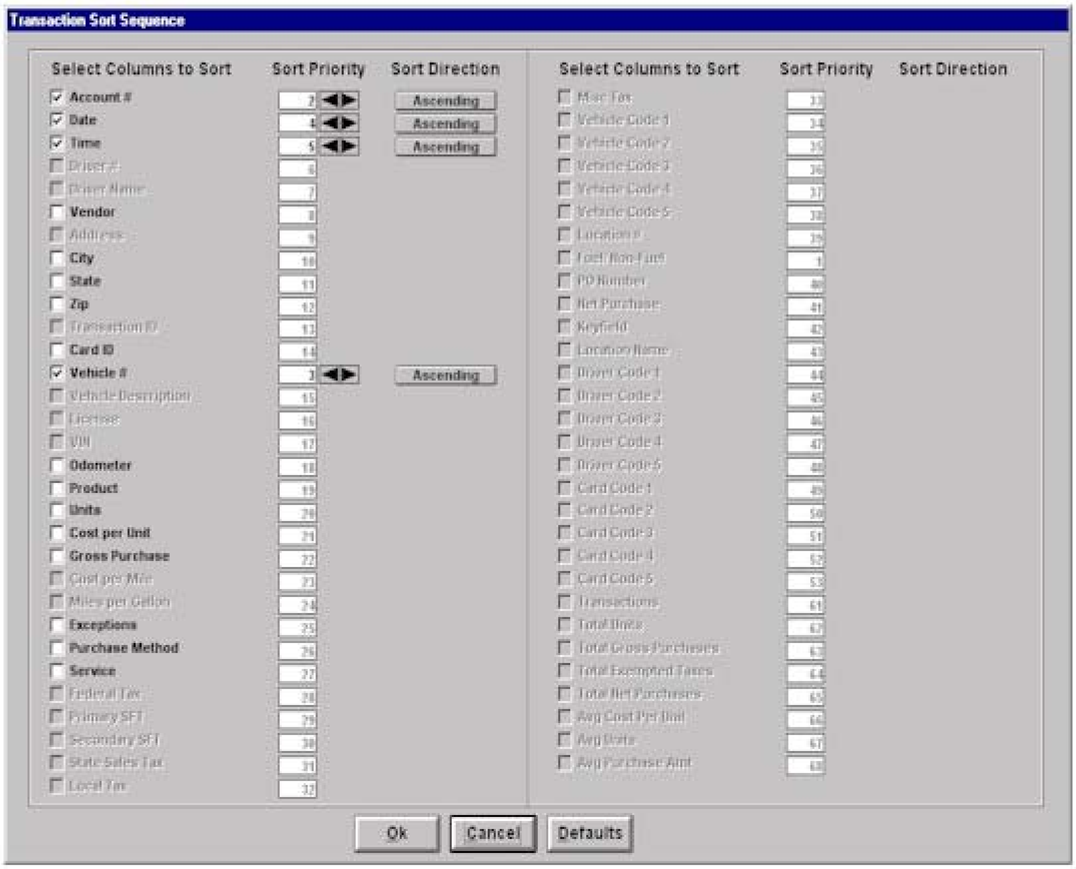
The **Select Sequence** column will tell you in what order these columns are to appear on your screen.

1. The position of each column may be changed by clicking on the right or left arrow next to the **Select Sequence** box. By doing so, the numbers will either ascend or descend depending on which arrow is clicked.
   - right arrow – numbers will ascend
   - left arrow – numbers will descend

   These numbers can also be changed by clicking in the **Select Sequence** box and entering a number between 1-60 on the keyboard.
2. As each column number is manually changed by the user, the other column numbers will automatically change.

As with most programs, the opened window can be closed without making any changes, by clicking on the **CANCEL** button with the left mouse button. As the user is changing the selection criteria in the column, **DEFAULT** can be selected to set the columns back to their original state.

Select Sort Options



Transaction Sort Sequence Window

By left clicking on the **Select Sort Options** button the **Transaction Sort Sequence** window will appear. Within this window you can choose columns to sort, the order in which to sort them, and whether they will be sorted in ascending or descending order.

1. Columns are sorted by clicking on the box in the **Select Columns to Sort** box next to the column that you would like displayed. If an **X** is in the box, the column will be displayed.

2. To hide a column, make sure that the box in front of the column is blank. All of the columns that have an empty box in front of the name will not be shown in the Detail Screen.

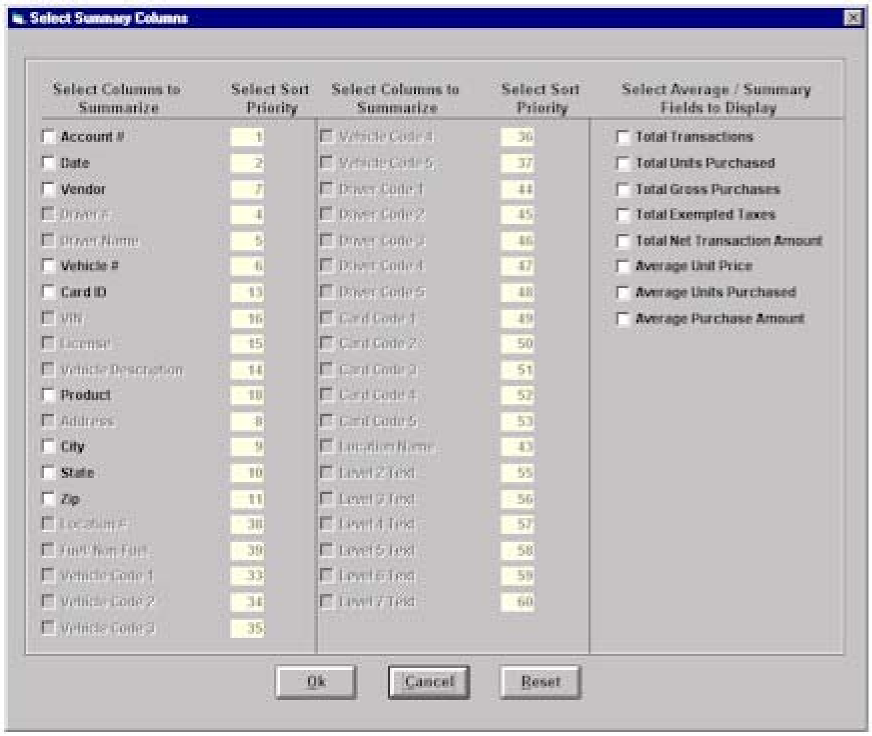
The **Select Sort Priority** column will tell you in what order these columns are to be sorted.

1. First the user must select the columns to sort by clicking on the boxes in the **Select Columns to Sort** box. By marking each column, the user is asking that the column be sorted either in an ascending or descending order.
2. The position of each column may be changed by clicking on the right or left arrow next to the **Sort Priority** box. By doing so, the numbers will either ascend or descend depending on which arrow is clicked.
    - right arrow – numbers will ascend
    - left arrow – numbers will descend

   These numbers can also be changed by clicking in the **Sort Priority** box and entering a number between 1-60 on the keyboard.
3. Next the user chooses the sort direction by clicking on Ascending or **Descending** in the **Select Sort Direction** box. To change the direction, click on the box that is labeled ascending or descending and the direction will change.

As with most programs, the opened window can be closed without making any changes, by clicking on the **CANCEL** button with the left mouse button. As the user is changing the selection criteria in the column, **DEFAULT** can be selected to set the columns back to their original state.

Select Summary Columns



Summary Column Selection window

In order to view summary reporting, click the **Select Summary Columns** button. This will bring up the **Summary Column Selection** window. The options on the left side are columns that will be summarized and the options on the right side are the summary fields that will be displayed.

1. Columns are viewed by clicking on the box in the **Select Columns to Display** box next to the column that you would like displayed. If an **X** is in the box, the column will be displayed.

2. To hide a column, make sure that the box in front of the column is blank. All of the columns that have an empty box in front of the name will not be shown in the Detail Screen.

You can also choose the order in which you would like the columns to be sorted by clicking the left or right button underneath **Select Sort Priority**.

1. The sorting priority of each column may be changed by clicking on the right or left arrow next to the sequence box. By doing so, the numbers will either ascend or descend depending on which arrow is clicked.

    - right arrow – numbers will ascend
    - left arrow – numbers will descend

2. As each column number is manually changed by the user, the other column numbers will automatically change.

As with most programs, the opened window can be closed without making any changes, by clicking on the **CANCEL** button with the left mouse button. As the user is changing the selection criteria in the column, **RESET** can be selected to set the columns back to their original state.

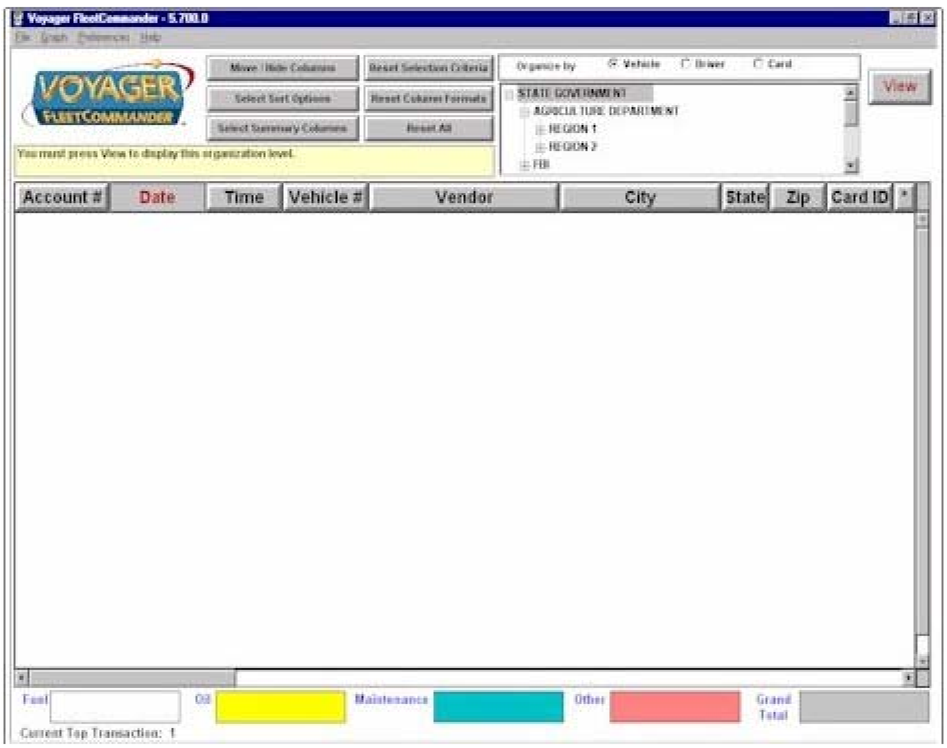
(Note: Data must be viewed before summary reporting can be performed. This can be done by using FleetCommander's default of the last week of imported transactions or by the user setting certain criteria and clicking the View button)

Reset Column Formats

Certain data columns can have the format changed by right clicking on the column while viewing data within the Reports/Graphs screen. The columns that can be formatted differently are the **Date**, **Time**, **State**, **Product**, **Odometer**, **Miles Per Gallon**, and **Cost Per Mile** columns. To return to the original column format click on "**Reset Column Formats**".

Selecting an Organizational Level

Once a User has opened the Reports/Graphs Detail Screen, they must first select the Organizational/Agency Level at which they wish to view transaction data. Please note that a user may only view transaction data by the Organizational/Agency level to which they have been granted access. User ID and Passwords, created by the Organization/Agency Administrator, designate the level to which a user is granted viewing privileges.



Reports/Graphs Detail Screen with Organizational/Agency Level Breakdown

When a user is ready to view data they must first select the Organization/Agency level at which they wish to view data. To do this you must:

1. Move the mouse cursor to the Organization Window at top right hand corner of the Reports/Graphs Detail Screen.
2. Above this screen are the three characteristic structure compositions; **Vehicle**, **Driver**, **Card**. Moving the cursor over the appropriate circle and pressing the left mouse button designates these. A user must select one of these options depending upon whether their Voyager account is tied to Vehicle, Drivers, or untied Cards.
3. The first level (Contract Level) of the organization should be listed as a folder in the Organization Window.

4. If there is a "+" in the folder, it means that the folder contains another level. Click on the "+" to expand the organization tree until the proper level of the organization is displayed.
5. Left click on the level at which you wish to view transaction data. Then left click the "**View**" button and data should appear on the screen. Please note that FleetCommander's automatic default is to pull transaction data for the most current week of imported data.

Changing the Selection Criteria in Columns

When the database is opened in the Detail Report Screen, the user is able to view all data that has been included in the report. Please note that some columns may be empty due to the way your account has been set up. For example, if your cards do not prompt for an odometer reading, the odometer column will not display any data. By changing the selection criteria in the columns within the Detail Report Screen, the user is able to view transaction data that is specific to their needs.

The user may change the selection criteria of the data in the Report Detail Screen by choosing each column and determining which variables should be listed. The user may change the selection criteria in as many columns as they choose or they may choose to view the report without changing the columns at all.

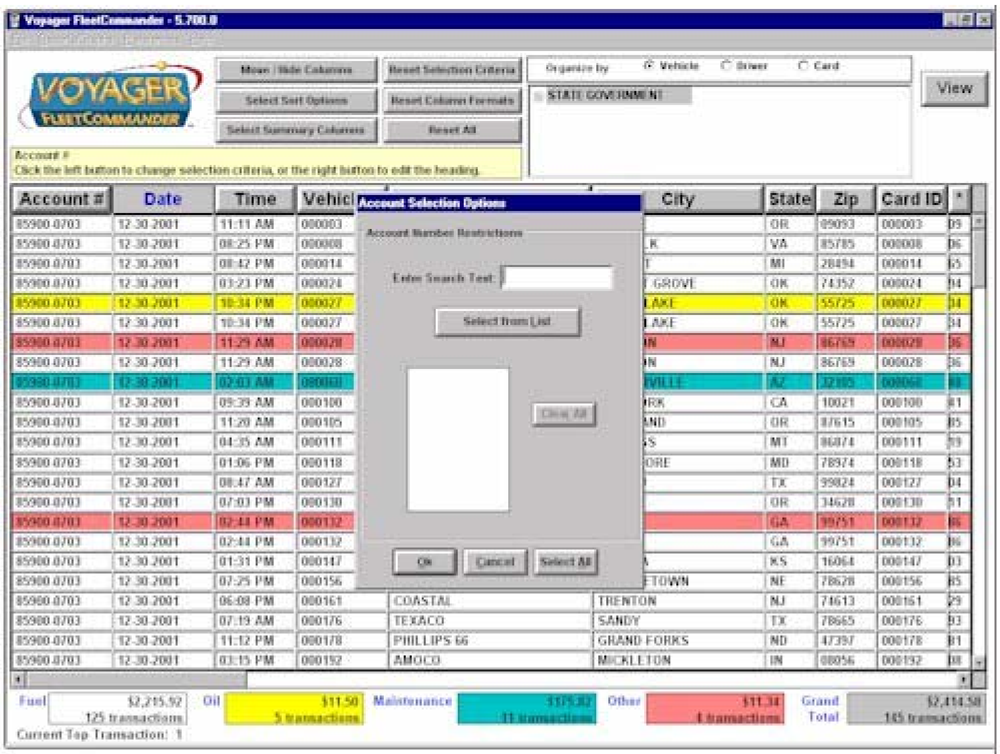
By clicking on the column headings, with the left mouse button, a window will open allowing the user to change the selection criteria in the column. Only columns that contain data will be able to be changed. Each column will be discussed in detail on the following pages.

As with most programs, the opened window can be closed without making any changes, by clicking on the **CANCEL** button with the left mouse button. As the user is changing the selection criteria in the column, they can choose **DEFAULT/SELECT ALL** to set the columns back to their original state.

When first opening the Reports/Graphs\Detail screen, you will notice that all the column headings, except for "Date", are in Black print. Column headings in black print indicate that data within that column has not been altered or queried for specific criteria. When you left-click a column and alter that column's selection criteria, that column's heading will change from black print to red. You will also notice that after making changes to a column's selection criteria, the "View" button will change to red print as well. The red print indicates that the "View" button must be clicked in order to re-query the database so that a new set of transaction data may be displayed for the column selection criteria you have indicated. Once the "View" button has been clicked, and the new transaction data is displayed, the column heading print will change to blue. Blue print on a column heading indicates that the selection criteria for that column has been altered or queried.

Account Number

The Account Number column displays the account number that the transaction occurred on.



Account Selection Options Window

The Account Number column allows the user to view transactions that happened on a specific account number, or on a set of multiple account numbers. The user selects an account number, or range of account numbers, and FleetCommander will display the associated transactions.

<u>To change the selection criteria in the Account Number column:</u>

1. Move the mouse cursor over the **Account #** column.
2. Click the left mouse button to display the **Account Selection Options** window.
3. In this window you can adjust the parameters which the data will be displayed by :
    - Searching for a specific account number
    - Selecting from a list of the displayed account numbers

View transactions which occurred on a specific account number:

1. Left-click the **Account #** column heading to display the **Account Selection Options** window.
2. Enter the account number you wish to search for in the **Enter Search Text** box.
3. When you have finished, left-click on **OK**.

View transactions which occurred on a range of account numbers:

1. Left-click the **Account #** column heading to display the **Account Selection Options** window.
2. Left-click the **Select From List** box for a listing of the account numbers within the transaction data you have selected.
3. Left-click to highlight the account number or numbers you wish to view. Left-click the selection again if you wish to clear that selection, hold down The mouse button and drag to make selections in groups. Hold down your Control key while clicking the mouse button to make non-sequential selections. To select all account numbers, click **Select All**; to clear account number selections, click **Clear All**.
4. When you have finished, left-click on **OK**.

Date

The Date column displays the date that the transaction occurred. Please note that when you first open the Reports/Graphs\Detail screen, the Date column heading is displayed in red print. This is due to the fact that the Date column has a built-in default to query for transactions in the range of the most current week of imported data. Once the user selects the organizational level, and clicks on the "View" button, transaction data for the most current week will automatically be displayed, and the Date column heading will be displayed in blue print.

Date Options Window

The date column allows the user to view transactions that occurred over a specific point in time or on a specific day.

The user can look up dates within the following parameters:

All dates - view data over the entire time frame
Dates within Range - view data within a specific time frame
All Weekdays - view only transactions which occurred on weekdays
Weekdays within Range - view transactions which occurred on weekdays within a specific time period

All Weekends	- view transactions which occurred on weekends
All Weekends within Range	- view transactions which occurred on weekends within a specific time frame
Specific Day	- view transactions for a specific day
Specific Week	- view transactions for a specific week
Specific Month	- view transactions for a specific month
Specific Quarter	- view transactions for a specific quarter
Specific Year	- view transactions for a specific year

Date Display Format:

By right-clicking on any particular cell in the **Date** column, the user is able to view the date within the column in one of three ways: MM-DD-YY, MM DD, YY, or Julian Date (yyyy,mm,dd).

To change criteria in the Date column:

1. Move the mouse cursor over the **Date** button.
2. Click the left mouse button to display the **Date Options** window.
3. In this window, you can adjust the parameters which the data will be displayed by :
    - Entering the information in the appropriate blocks
    - Moving the cursor to the appropriate circle
    - Clicking the left mouse button to indicate your choice
4. If you selected a parameter with a date range you must select the date range by :
    - Clicking on the **Date range** button
    - Choose the **Start date** and **End date** by scrolling to the proper month and clicking on the specific day to start and end the range.

View transactions that occurred within a specific range:

1. With the left mouse button, click on the **Date** column heading.
2. The **Date Options** window will open.
3. Click on circle before **Dates within range** within the **Dates Restriction** box.
4. When **Dates within range** has been selected, the **Select Date Range** button will open in the **Date Range Restriction** box.
5. With the left mouse button, click on **Select Date Range**.
6. A window will open displaying the **Start Date** box and the **End Date** box.

- To select a start date, use the scroll bar at the bottom of the window to select the month that you would like to start viewing records
- Once the month has been chosen, click on a specific day within the month to begin viewing records
- To select an end data, use the scroll bar at the bottom of the window to select the month that you would like to stop viewing records
- Once the end month has been chosen, click on a specific day within the month to stop viewing records

7. Make sure that the correct dates are shown in the boxes under the **Start Date** and **End Date**.
8. Once the dates have been chosen, click on **OK** with the left mouse button.
9. In the **Date Range Restriction** box, the start date should be in the **FROM** box and the end date should be in the **TO** box.
10. If all information is correct, click on **OK** with the left mouse button.
11. If information is not correct, repeat steps 3-8.

<u>View transactions that occurred on a specific day:</u>

1. With the left mouse button, click on the **Date** column heading.
2. The **Date Options** window will open.
3. Click on the circle before **Specific Day**.
4. Use the arrow keys within the **Date Restrictions** box to select the date you would like to view
    - The left arrow key moves the dates back
    - The right arrow key moves the dates forward
5. The dates will change within the **Date Range Restrictions** box.
6. When the correct date is viewed, click on **OK** with the left mouse button.

Time

The Time column displays the time that the transaction occurred.

Time Options Window

The Time column allows the user to view transactions that happened within a certain time frame during a 24 hour period. The user selects the range to view and the report will view transactions during that time frame only.

<u>Time Display Format:</u>

By right-clicking on any particular cell in the **Time** column, the user may view information in 12 hour standard format or 24 hour military format.

<u>Direct Edit:</u>

The user can directly edit their search criteria by right-clicking in the Hour and Minute portion of the Time Option window and entering a number between 1-12 for hour and 1-59 for minutes on the keyboard.

<u>To change the selection criteria in the Time column:</u>

1. Move the mouse cursor over the **Time** column.
2. Click the left mouse button to display the **Time Options** window.
3. In this window you can adjust the parameters which the data will be displayed by :
    - Entering the information in the appropriate blocks or
    - Moving the cursor with the appropriate arrow key
    - Clicking the left mouse button to indicate your choice

<u>View transactions that occurred within a specific time period:</u>

1. Click on the **Time** column heading with the left mouse button.
2. The **Time Options** window will open.
3. Use the scroll bars to change the hours and minutes.
4. In the **Starting Time** box, select the time that you would like to view transactions, choosing either AM or PM.
5. In the **Ending Time** box, select the time that you would like to stop viewing transactions, choosing either AM or PM.
6. When the correct time has been entered into the **Start** and **End Time**, click on **OK** with the left mouse button.

Driver Number

The Driver Number column displays the driver number used in the transaction. By using driver numbers you can view transactions for a specific driver or multiple drivers. You do not have to know driver's names, just the driver number.

Driver Number Selection Options Window

The Driver Number column allows the user to view specific driver numbers. When the Driver Number window is open, the driver number and the name of the driver is displayed. The user has the option of; viewing one driver number, any number of driver numbers, or all of the driver numbers.

<u>To change the selection criteria in the Driver Number column:</u>

1. Move the mouse cursor over the **Driver #** button.
2. Click the left mouse button to display the **Driver Number Selection Options** window.
3. In this window you can adjust the parameters by which the data will be displayed by :
    - Searching for a specific Driver number by entering the driver number in the **Enter Search Text** box

- Choosing from a listing of the available driver numbers in your current transaction data by clicking the **Select From List** box
- Highlighting the lines with specific driver numbers
- Multiple driver numbers are selected by highlighting the driver numbers that the user would like to view and clicking on **OK**

4. To clear all driver numbers, click on **Clear All**.
5. To select all driver numbers, click on **Select All**.

<u>View transactions that occurred with a specific driver number:</u>

1. Move the mouse cursor over the **Driver #** column heading.
2. Click the left mouse button to display the **Driver Number Selection Options** window.
3. Enter the driver number that you wish to search for in the **Enter Search Text** box.
4. When you have finished, left-click on **OK**.

<u>View transactions that occurred with multiple driver numbers:</u>

1. Move the mouse cursor over the **Driver #** column heading.
2. Click the left mouse button to display the **Driver Number Selection Options** window.
3. Left-click the **Select From List** box for a listing of the driver numbers within the transaction data you currently have displayed.
4. Left-click to highlight the driver number or numbers you wish to view. Left-click the driver number again if you need to clear the selection. If you wish to select all driver numbers, click **Select All**. To clear all driver numbers, click **Clear All**.
5. When you have finished, left-click on **OK**.

Driver Name

The Driver Name column displays the names of the drivers (last name, first name, and middle initial) along with the driver number. By using driver names you can view transactions for a specific driver or multiple drivers. You do not have to know driver's number, just the driver name.

Driver Name Selection Options Window

The Driver Name column allows the user to view transactions that were made by a specific driver(s). This is helpful for users to view the transaction history of each of their drivers. As with the Driver Number column, the user has the option of viewing one driver, any number of drivers, or all of the drivers.

To change the selection criteria in the Driver Name column:

1. Move the mouse cursor over the **Driver Name** button.
2. Click the left mouse button to display the **Driver Name Selection Options** window.
3. In this window you can adjust the parameters by which the data will be displayed by :
    - Searching for a specific driver name by entering the driver name in the **Enter Search Text** box

- Choosing from a listing of the available driver names in your current transaction data by clicking the **Select From List** box
- Multiple driver names are selected by highlighting the driver names that the user would like to view and clicking on **OK**

4. To clear all driver names, click on **Clear All**.
5. To select all driver names, click on **Select All**.

View transactions that occurred with a specific driver name:

1. Move the mouse cursor over the **Driver Name** column heading.
2. Click the left mouse button to display the **Driver Name Selection Options** window.
3. Enter the driver name you wish to search for in the **Enter Search Text** box. (Note: This field is case sensitive)
4. When you have finished, left-click on **OK**.

View transactions that occurred to multiple driver names:

1. Move the mouse cursor over the **Driver Name** column heading.
2. Click the left mouse button to display the **Driver Name Selection Options** window.
3. Left-click the **Select From List** box for a listing of the driver names within the transaction data you currently have displayed.
4. Left-click to highlight the driver name or names you wish to view. Left-click the driver name again if you need to clear the selection. If you wish to select all driver names, click **Select All**. To clear all driver names, click **Clear All**.
5. When you have finished, left-click on **OK**.

Vendor

The Vendor column displays the vendor location at which the transaction occurred.

Vendor Options Window

The Vendor column allows the user to view specific vendors. This is helpful for to determine how many of the overall transactions are occurring at each of the vendors. The user has the option of viewing one, many, or all of the vendors.

<u>To change the selection criteria in the Vendor column:</u>

1. Move the mouse cursor over the **Vendor** button.
2. Click the left mouse button to display the **Vendor Options** window.
3. In this window you can adjust the parameters which the data will be displayed by :
    - Highlighting the lines with vendor information
    - Multiple vendors are selected by highlighting the vendors that are to be viewed and click **OK**

<u>View transactions that occurred at a specific vendor:</u>

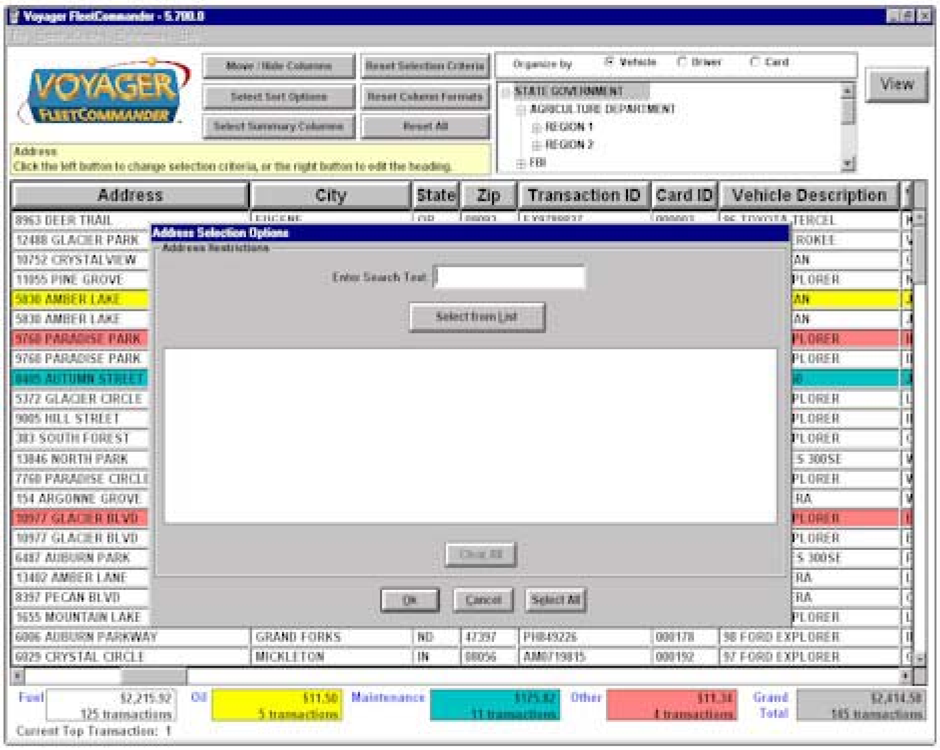
1. Move the mouse cursor over the **Vendor** column heading.
2. Click the left mouse button to display the **Vendor Options** window.
3. Clear all records by clicking on the **Clear All** button.
4. Use the scroll bar to find the vendor that you would like to view and highlight the vendor by clicking on the vendor name with the left mouse button.
5. If you accidentally highlight the wrong vendor, click on the name and the highlight will disappear or you may click on the **Clear All** button.
6. When the correct vendor has been chosen, click on **OK** with the left mouse button.

<u>View transactions that occurred at multiple vendors:</u>

1. Move the mouse cursor over the **Vendor** column heading.
2. Click the left mouse button to display the **Vendor Options** window.
3. Clear all records by clicking on the **Clear All** button.
4. Use the scroll bar to find the vendors that you would like to view and highlight the vendor by clicking on the vendor name with the left mouse button.
5. If you accidentally highlight the wrong vendor, click on the name and the highlight will disappear or you may click on the **Clear All** button.
6. When the correct vendors have been chosen, click on **OK** with the left mouse button.

Address

The Address column displays the street address of the location where the transaction occurred.



Address Selection Options Window

The Address column allows the user to view the location of transactions that have been made. The user may search for a specific location by entering a street address.

<u>To change the selection criteria in the Address column:</u>

1. Move the mouse cursor over the **Address** button.
2. Click the left mouse button to display the **Address Selection Options** window.
3. In this window you can adjust the parameters by which the data will be displayed by :
    - Searching for a specific Address by entering the street address in the **Enter Search Text** box
    - Choosing from a listing of the available addresses in your current transaction data by clicking bold **Select From List** box
    - Highlighting the lines with address information

- Multiple addresses are selected by highlighting the street addresses that the user would like to view and clicking on **OK**

4. To clear all addresses, click on **Clear All**.
5. To select all addresses, click on **Select All**.

View transactions that occurred at a specific address:

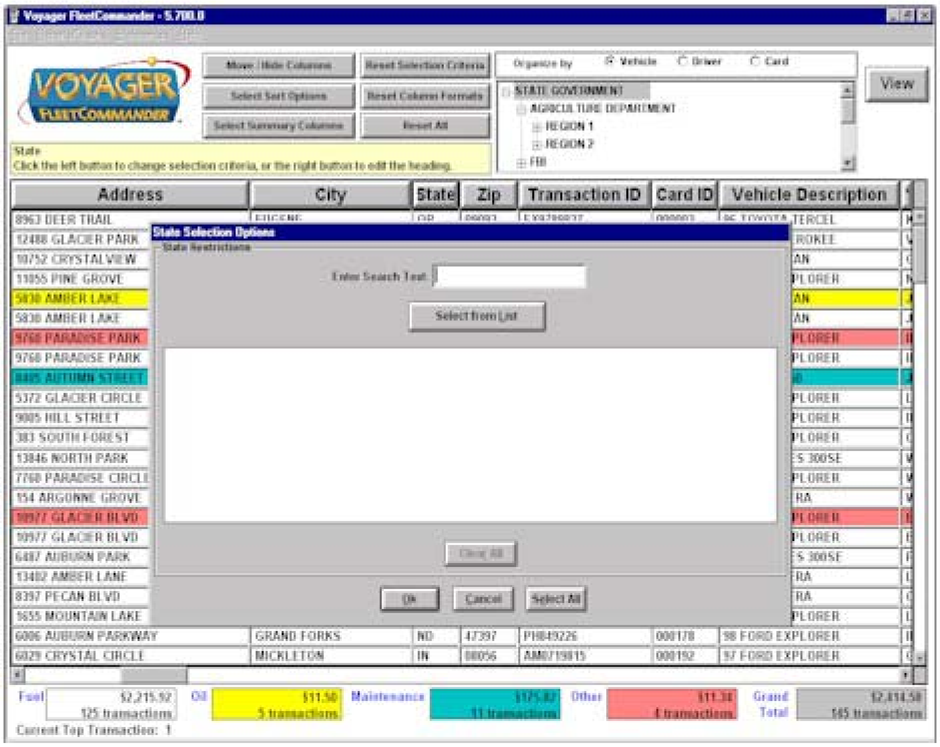
1. Move the cursor over the **Address** column heading.
2. Click with the left mouse button to display the **Address Selection Options** window.
3. Enter the street address you wish to search by in the **Enter Search Text** box.
4. When you have finished, left-click on **OK**.

View transactions that occurred at multiple addresses:

1. Move the cursor over the **Address** column heading.
2. Click with the left mouse button to display the **Address Selection Options** window.
3. Left-click the **Select From List** box for a listing of the street addresses within the transaction data you currently have displayed.
4. Left-click to highlight the street address or addresses you wish to view. Left-click the street address again if you need to clear the selection. If you wish to select all addresses, click **Select All**. To clear all addresses, click **Clear All**.
5. When you have finished, left-click on **OK**.

City

The City column displays the city that the transaction occurred in. Using the city column, the user is able to view a buyer pattern or total transaction volume in a city or group of cities.



City Selection Options Window

The City column allows the user to view transactions that have occurred in specific cities. The user may view one city, any number of cities, or all of the cities within the database.

<u>To change the selection criteria in the City column:</u>

1. Move the mouse cursor over the **City** button.
2. Click the left mouse button to display the **City Selection Options** window.
3. In this window you can adjust the parameters which the data will be displayed by :
   - Searching for a specific city by entering the city name in the **Enter Search Text** box
   - Choosing from a listing of the available cities in your current transaction data by clicking the **Select From List** box

- Highlighting the lines with city information
- Multiple cities are selected by highlighting the cities that the user would like to view and clicking on **OK**

4. To clear all cities, click on **Clear All**.
5. To select all cities, click on **Select All**.

<u>View transactions that occurred in a specific city:</u>

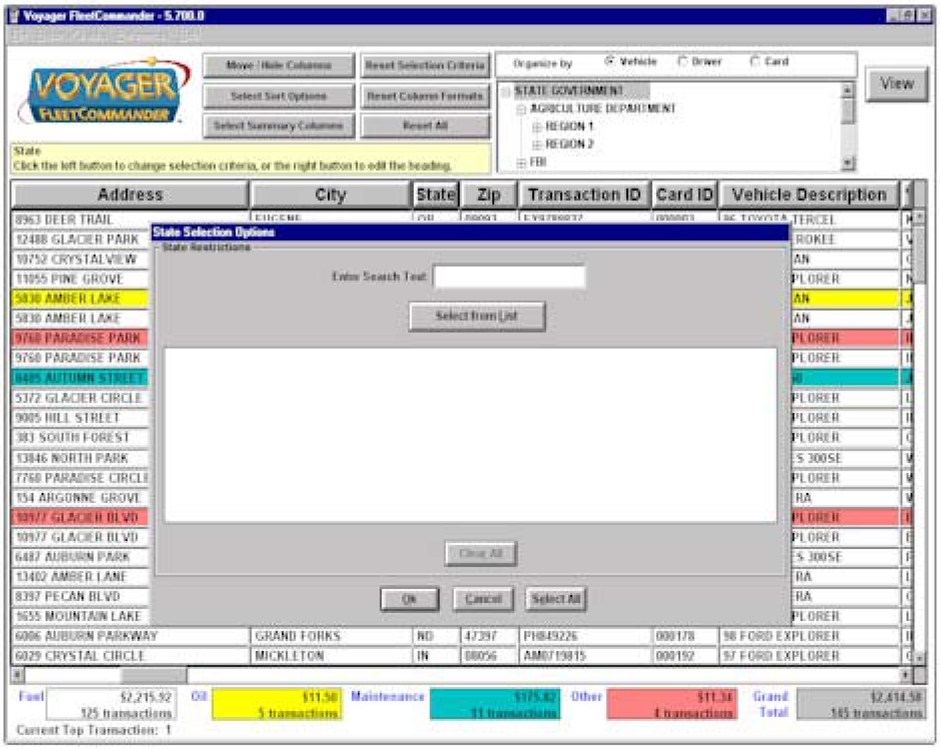
1. Move the mouse cursor over the **City** column heading.
2. Click the left mouse button to display the **City Selection Options** window.
3. Enter the city name you wish to search for in the **Enter Search Tex**t box.
4. When you have finished, left-click on **OK**.

<u>View transactions that occurred in multiple cities:</u>

1. Move the mouse cursor over the **City** column heading.
2. Click the left mouse button to display the **City Selection Options** window.
3. Left-click the **Select From List** box for a listing of the cities within the transaction data you currently have displayed.
4. Left-click to highlight the city name or city names you wish to view. Left-click the city name again if you need to clear the selection. If you wish to select all cities, click **Select All**. To clear all city names, click **Clear All**.
5. When you have finished, left-click on **OK**.

State

The State column displays the state where the transaction took place. Using the State column, the user is able to view a buyer pattern or total transaction volume in a state or group of states.



State Selection Options Window

The State selection column allows the user to modify transactions which occurred within specific states. The user is able to view one, any number of, or all states.

State Display Format:

By right-clicking on any particular cell in the **State** column, the user may view the state abbreviation or the entire state name.

To change the selection criteria in the State column:

1. Move the mouse cursor over the **State** button.
2. Click the left mouse button to display the **State Selection Options** window.

3. In this window you can adjust the parameters which the data will be displayed by :
    - Searching for a specific state by entering the state name in the **Enter Search Text** box
    - Choosing from a listing of the available states in your current transaction data by clicking the **Select From List** box
    - Highlighting the lines with state information
    - Multiple states are selected by highlighting the cities that are to be viewed and by clicking on **OK**
4. To clear all states, click on **Clear All**.
5. To select all states, click on **Select All**.

View transactions that occurred in a specific state:

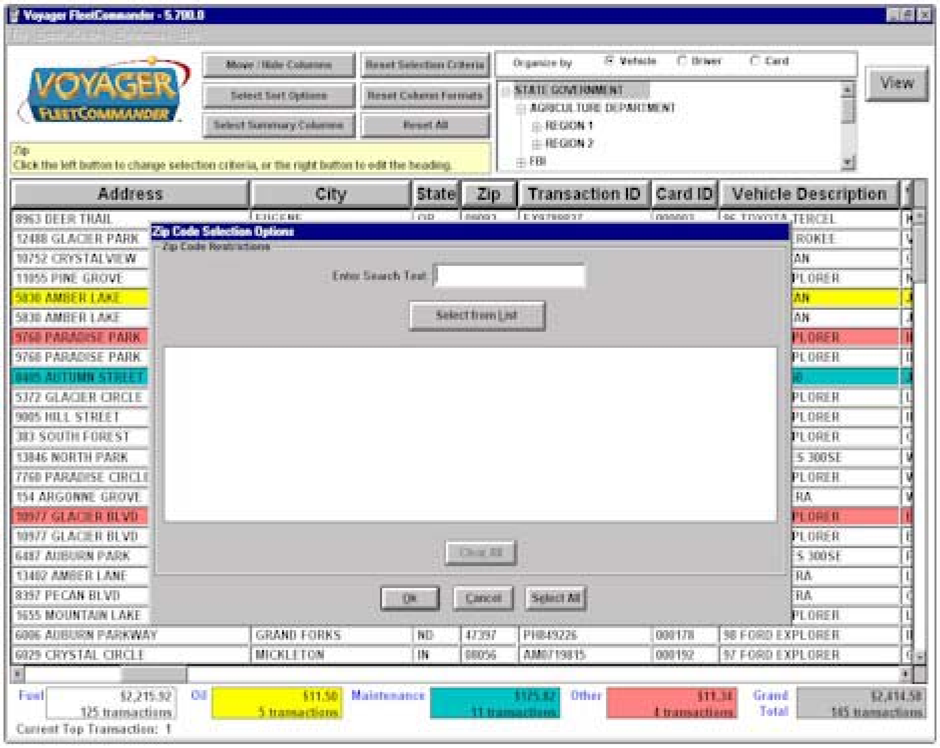
1. Move the mouse cursor over the **State** column heading.
2. Click the left mouse button to display the **State Selection Options** window.
3. Enter the state name you wish to search for in the **Enter Search Text** box.
4. When you have finished, left-click on **OK**.

View transactions that occurred in multiple states:

1. Move the mouse cursor over the **State** column heading.
2. Click the left mouse button to display the **State Selection Options** window.
3. Left-click the **Select From List** box for a listing of the state names within the transaction data you currently have displayed.
4. Left-click to highlight the state name or names you wish to view. Left-click the state name again if you need to clear the selection. If you wish to select all state names, click **Select All**. To clear all state names, click **Clear All**.
5. When you have finished, left-click on **OK**.

Zip Code

The Zip Code column displays the zip code in which the transaction occurred.



Zip Code Selection Options Window

The Zip Code column allows the user to view transactions which occurred within specific zip codes along with the city and state.

To change the selection criteria in the Zip Code column:

1. Move the mouse cursor over the **Zip Code** button.
2. Click the left mouse button to display the **Zip Code Selection Options** window.
3. In this window you can adjust the parameters which the data will be displayed by :
    - Searching for a specific zip Code by entering the zip Code in the **Enter Search Text** box
    - Choosing from a listing of the available zip codes in your current transaction data by clicking the **Select From List** box
    - Highlighting the lines with zip code information
    - Multiple zip codes are selected by highlighting the zip codes that are to be viewed by clicking the **OK** button

4. To clear all zip codes, click on **Clear All**.
5. To select all zip codes, click on **Select All**.

<u>View transactions that occurred in a specific zip code:</u>

1. Move the mouse cursor over the **Zip Code** column heading.
2. Click the left mouse button to display the **Zip Code Selection Options** window.
3. Enter the zip code you wish to search for in the **Enter Search Text** box.
4. When you have finished, left-click on **OK**.

<u>View transactions that occurred in multiple zip codes:</u>

1. Move the mouse cursor over the **Zip Code** column heading.
2. Click the left mouse button to display the **Zip Code Selection Options** window.
3. Left-click the **Select From List** box for a listing of the zip codes within the transaction data you currently have displayed.
4. Left-click to highlight the zip code or zip codes you wish to view. Left-click the zip code again if you need to clear the selection. If you wish to select all zip codes, click **Select All**. To clear all zipcodes, click **Clear All**.
5. When you have finished, left-click on **OK**.

Transaction ID

The Transaction ID number displays the number used by the oil company to identify the transaction. The Transaction ID column allows a fleet manager to view transaction ID numbers associated with specific sales. If multiple sales exist on the same transaction, FleetCommander will display the sales separately, but link them with the same transaction ID number.

Transaction Selection Options Window

The Transaction ID column allows the user to view transaction numbers that occurred on specific cards.

<u>To change the selection criteria in the Transaction ID column:</u>

1. Move the mouse cursor over the **Transaction ID** button.
2. Click the left mouse button to display the **Transaction Selection Options** window.
3. In this window you can adjust the parameters which the data will be displayed by :
    - Highlighting the lines with Transaction identification number information

- Multiple Transaction identification numbers are selected by highlighting each identification number that the user would like to view and clicking on **OK**

<u>View transactions that occurred with a specific transaction ID number:</u>

1. Move the mouse cursor over the **Transaction ID** column heading.
2. Click the left mouse button to display the **Transaction Selection Options** window.
3. Enter the transaction ID you wish to search for in the **Enter Search Text** box.
4. When you have finished, left click on **OK**.

Card ID Number

The Card ID number displays the card identification number used in the transaction.

Card Selection Options Window

The Card ID column allows the user to view transactions that occurred with specific cards.

<u>To change the selection criteria in the Card ID column:</u>

1. Move the mouse cursor over the **Card ID** button.
2. Click the left mouse button to display the **Card Selection Options** window.
3. In this window you can adjust the parameters which the data will be displayed by :
   - Searching for a specific Card ID by entering the Card ID in the **Enter Search Text** box
   - Choosing from a listing of the available Card IDs in your current transaction data by clicking the **Select From List** box
   - Highlighting the lines with Card ID information

- Multiple Card IDs are selected by highlighting the Card IDs that the user would like to view and clicking on **OK**

4. To clear all Card IDs, click on **Clear All**.
5. To select all Card IDs, click on **Select All**.

<u>View transactions that occurred with a specific Card ID number:</u>

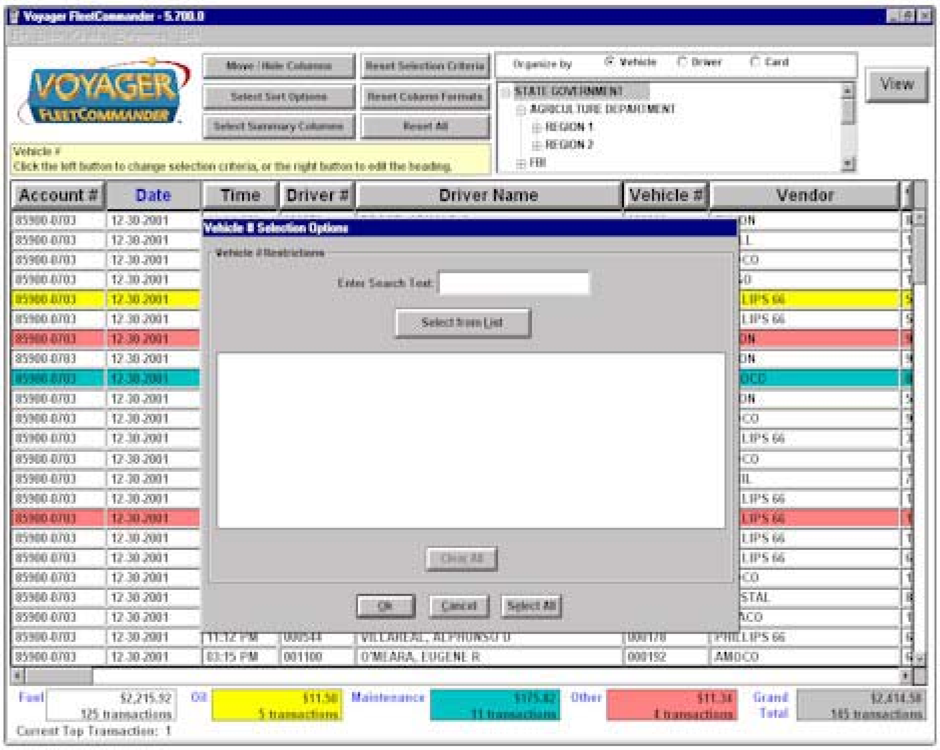
1. Move the mouse cursor over the **Card ID** column heading.
2. Click the left mouse button to display the **Card Selection Options** window.
3. Enter the Card ID you wish to search for in the **Enter Search Text** box.
4. When you have finished, left-click on **OK**.

<u>View transactions that occurred with multiple Card ID numbers:</u>

1. Move the mouse cursor over the **Card ID** column.
2. Click the left mouse button to display the **Card Selection Options** window.
3. Left-click the **Select From List** box for a listing of the Card ID numbers within the transaction data you currently have displayed.
4. Left-click to highlight the Card ID number or numbers you wish to view. Left-click the Card ID again if you need to clear the selection. If you wish to select all Card IDs, click **Select All**. To clear all Card IDs, click **Clear All**.
5. When you have finished, left-click on **OK**.

Vehicle Number

The Vehicle Number column displays the vehicle number along with the year, make and model of the vehicle used in the transaction.



Vehicle Number Selection Options Window

Viewing transactions about a vehicle or group of vehicles can give you information about the use of or performance of a specific vehicle. Using this option, you can view information about a vehicle or group of vehicles by the vehicle number.

To change the selection criteria in the Vehicle Number column:

1. Move the mouse cursor over the **Vehicle #** button.
2. Click the left mouse button to display the **Vehicle Number Selection Options** window.
3. In this window the user is able to search for vehicle numbers by entering the number in the **Enter Search Text** box or by clicking on the **Select From List** button.
4. To select vehicle numbers from the list :
    - Highlight the lines with vehicle information you would like to view

- Multiple drivers are selected by highlighting the drivers that the user would like to view

5. To clear all records, click on the **Clear All** button.
6. To view all records, click on the **Select All** button.

View transactions that occurred with a specific vehicle number:

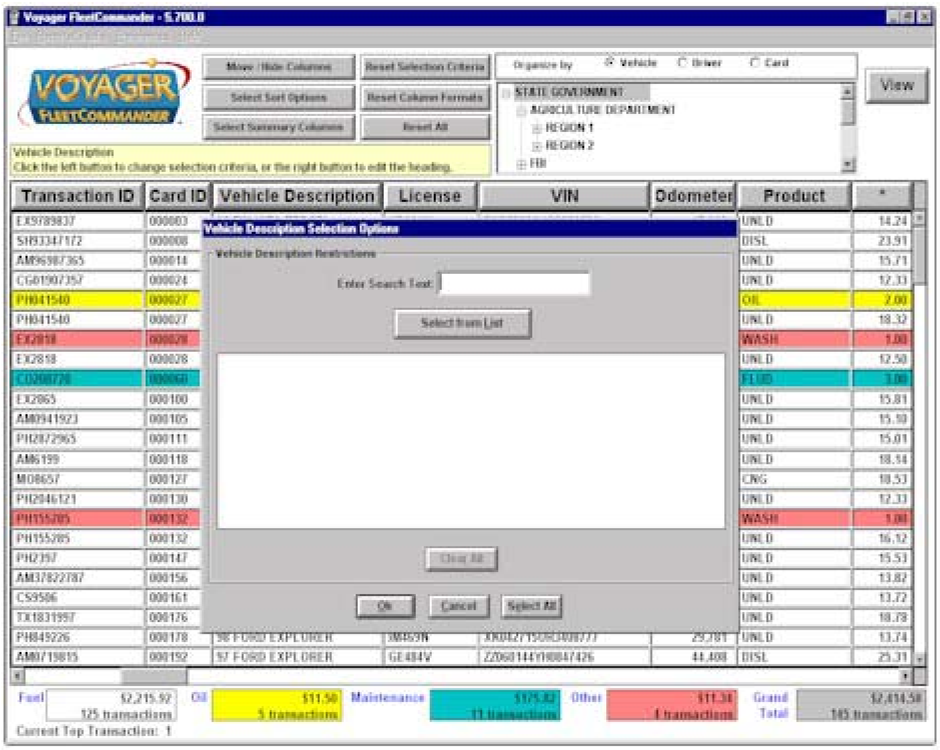
1. Move the mouse cursor over the **Vehicle #** column heading.
2. Click the left mouse button to display the **Vehicle Number Selection Options** window.
3. Enter the vehicle number you wish to search by in the **Enter Search Text** box.
4. When you have finished, left-click on **OK**.

View transactions that occurred with multiple vehicle numbers:

1. Move the mouse cursor over the **Vehicle #** column heading.
2. Click the left mouse button to display the **Vehicle Number Selection Options** window.
3. Left-click the **Select From List** box for a listing of the vehicle numbers within the transaction data you currently have displayed.
4. Left-click to highlight the vehicle number or numbers you wish to view. Left-click the vehicle number again if you need to clear the selection. If you wish to select all vehicle numbers, click **Select All**. To clear all vehicle numbers, click **Clear All**.
5. When you have finished, left-click on **OK**.

Vehicle Description

The Vehicle Description column displays the year, make, and model of the vehicle or equipment for each transaction. If you have only the vehicle description and not the vehicle number, this is a feature that allows you to view by vehicle description. Suppose you want to view transactions from only a specific group of vehicles, i.e., all Ford F150 trucks.



Description Selection Options Window

The Vehicle Description column allows the user to view transactions that have occurred with certain vehicles. The user is able to use this information to determine the gas mileage and usage of the different makes and models of the fleet.

<u>To change the selection criteria in the Vehicle Description column:</u>

1. Move the mouse cursor over the **Vehicle Description** button.
2. Click the left mouse button to display the **Description Selection Options** window.
3. In this window you can adjust the parameters which the data will be displayed by :

- Searching for a specific vehicle description by entering the description in the **Enter Search Text** box
- Choosing from a listing of the available vehicle descriptions in your current transaction data by clicking the **Select From List** box
- Highlighting the lines with vehicle description information
- Multiple vehicles are selected by highlighting the each line that contains the vehicle information that the user would like to view

4. To clear all vehicle descriptions, click on **Clear All**.
5. To select all vehicle descriptions, click on **Select All**.

View transactions that occurred with specific vehicle descriptions:

1. Move the mouse cursor over the **Vehicle Description** column heading.
2. Click the left mouse button to display the **Description Selection Options** window.
3. Enter the vehicle description you wish to search for in the **Enter Search Text** box.
4. When you have finished, left-click on **OK**.

View transactions that occurred with multiple vehicle descriptions:

1. Move the mouse cursor over the **Vehicle Description** column heading.
2. Click the left mouse button to display the **Description Selection Options** window.
3. Left-click the **Select From List** box for a listing of the vehicle descriptions within the transaction data you currently have displayed.
4. Left-click to highlight the vehicle description or descriptions you wish to view. Left-click the vehicle description again if you need to clear the selection. If you wish to select all vehicle descriptions, click **Select All**. To clear all vehicle descriptions, click **Clear All**.
5. When you have finished, left-click on **OK**.

License

The License column displays the license plate number associated with the transaction.

License Selection Options Window

The License column allows the user to view transactions that have occurred on a license plate number that has been linked to a specific card or vehicle information within the Voyager system.

<u>To change the selection criteria in the License column:</u>

1. Move the mouse cursor over the **License** button.
2. Click the left mouse button to display the **License Selection Options** window.
3. In this window you can adjust the parameters which the data will be displayed by:
   - Entering a specific license plate number
   - Selecting a numeric range of license plate numbers

View transactions that occurred on a specific license plate number:

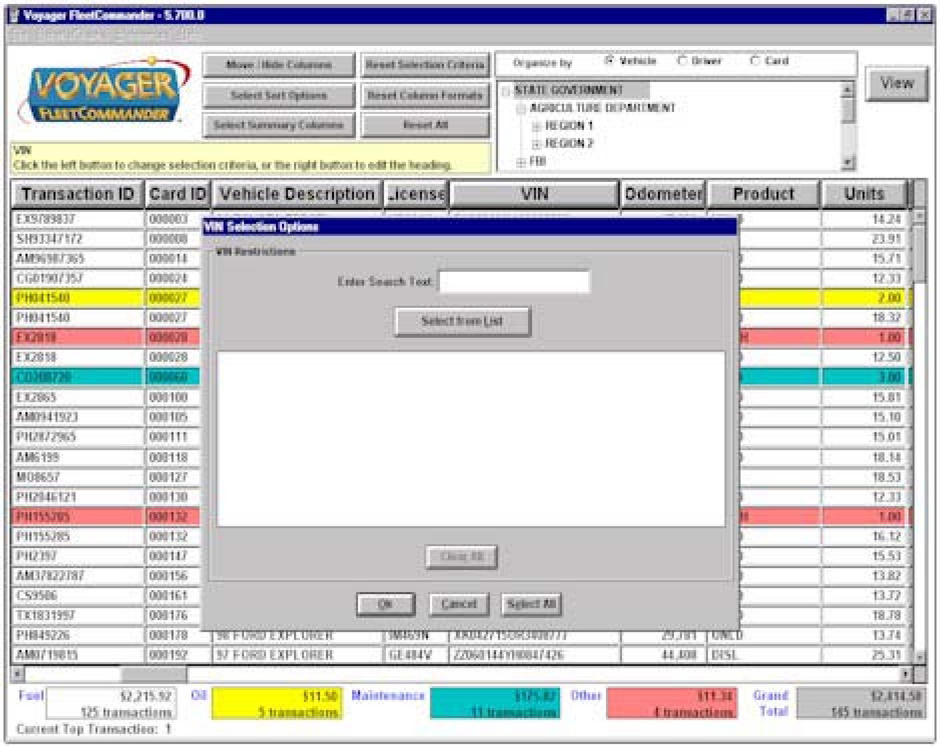
1. Move the mouse cursor over the **License** column heading.
2. Click the left mouse button to display the **License Selection Options** window.
3. Enter the license plate number you wish to search for in the **Enter Search Text** box.
4. When you have finished, left-click on **OK**.

View transactions that occurred on multiple license plate numbers:

1. Move the mouse cursor over the **License** column heading.
2. Click the left mouse button to display the **License Selection Options** window.
3. Left-click the **Select From List** box for a listing of the license plate numbers within the transaction data you currently have displayed.
4. Left-click to highlight the license plate number or numbers you wish to view. Left-click the plate number again if you need to clear the selection. If you wish to select all license plate numbers, click **Select All**. To clear all license plate numbers, click **Clear All**.
5. When you have finished, left-click on **OK**.

VIN Number

The VIN column displays the vehicle or equipment identification number along with the make and model of the vehicle.



VIN Selection Options Window

The VIN column allows the user to view information that has occurred on a specific vehicle or piece of equipment. The VIN number is used to identify the specific vehicle. Unlike the vehicle number the equipment number is established as the VIN number for equipment. This is another option for viewing transactions for equipment/vehicles or groups of equipment/vehicles.

<u>To change the selection criteria in the VIN Number column:</u>

1. Move the mouse cursor over the **VIN** button.
2. Click the left mouse button to display the **VIN Selection Options** window.
3. In this window you can adjust the parameters which the data will be displayed by :
    - Searching for a specific VIN number by entering the number in the **Enter Search Text** box

- Choosing from a listing of the available VIN numbers in your current transaction data by clicking the **Select From List** box
- Highlighting the lines with VIN information
- Multiple VIN numbers are selected by highlighting the each line that contains the VIN number the user would like to view

4. To clear all VIN Numbers, click on **Clear All**.
5. To select all VIN Numbers, click on **Select All**.

<u>View transactions for a specific VIN number:</u>

1. Move the mouse cursor over the **VIN** column heading.
2. Click the left mouse button to display the **VIN Selection Options** window.
3. Enter the VIN number you wish to search for in the **Enter Search Text** box.
4. When you have finished, left-click on **OK**.

<u>View transactions that occurred to multiple VIN numbers:</u>

1. Move the mouse cursor over the **VIN** column heading.
2. Click the left mouse button to display the **VIN Selection Options** window.
3. Left-click the **Select From List** box for a listing of the VIN numbers within the transaction data you currently have displayed.
4. Left-click to highlight the VIN number or numbers you wish to view. Left-click the VIN number again if you need to clear the selection. If you wish to select all VIN numbers, click **Select All**. To clear all VIN numbers, click **Clear All**.
5. When you have finished, left-click on **OK**.

Odometer

The Odometer column displays the odometer reading at the time of the transaction.

Odometer Options Window

The Odometer option allows you to view vehicles in your fleet that have particular mileage ranges. (Ex: View vehicles from 10,000 to 80,000 miles registered on the odometer.)

<u>Odometer Display Format:</u>

By right clicking on any particular cell in the **Odometer** column, the user has the option to view information in miles or kilometers.

<u>Direct Edit:</u>

The user can directly edit their search criteria by left clicking in the Upper and Lower limit portion of the Odometer Option window and entering a number between 1-999,999 on the keyboard.

To change the selection criteria in the Odometer column:

1. Move the mouse cursor over the **Odometer** button
2. Click the left mouse button to display the **Odometer Options** window.
3. In this window you can adjust the parameters which the data will be displayed by :
    - Entering the information in the appropriate blocks
    - Moving the cursor to the appropriate arrow key
    - Clicking the left mouse button to indicate your choice

View transactions within a specific odometer range:

1. Move the mouse cursor over the **Odometer** column heading.
2. Click the left mouse button to display the **Odometer Options** window.
3. Use the scroll bar under the **Lower Limit** box to set the minimum odometer reading that you would like to view.
4. Use the scroll bar under the **Upper Limit** box to set the maximum odometer reading that you would like to view.
5. Once the parameters have been set, click on **OK** with the left mouse button.

Product

The Product column displays the type of product that was purchased during the transaction.

Product Selection Options Window

The Product column allows the user to view transactions that contained specific products such as fuel, non-fuel, maintenance, etc. The Product Selection window allows the user to view information in categories such as:

- standard fuels
- aviation/marine fuels
- alternate fuels
- maintenance
- "as shown" taxes
- "as shown" discounts
- miscellaneous

Product Display Format:

By right-clicking on any particular cell in the **Product** column, the user has the choice of viewing the product's name or the product abbreviations.

<u>To change the selection criteria in the Product column:</u>

1. Move the mouse cursor over the **Product** button.
2. Click the left mouse button to display the **Product Selection Options** window.
3. In this window you can adjust the parameters which the data will be displayed by :
    - Highlighting the lines with vehicle information
    - Multiple states are selected by highlighting the states that are to be viewed
4. To clear all products, click on the **Clear All** button.
5. To select all products, click on the **Select All** button.

<u>View transactions that contained a specific product:</u>

1. Move the mouse cursor over the **Product** column heading.
2. Click the left mouse button to display the **Product Selection Options** window.
3. All products will automatically be selected, to clear all products, click on the **Clear All** button.
4. Highlight product that you would like to view by clicking on it with the left mouse button.
5. Once the product has been selected, click on **OK** with the left mouse button.

<u>View transactions that purchased multiple products:</u>

1. Move the mouse cursor over the **Product** column heading.
2. Click the left mouse button to display the **Product Selection Options** window.
3. All products will automatically be selected, to clear all products, click on the **Clear All** button.
4. Highlight products that you would like to view by clicking on each product with the left mouse button.
5. Once the products have been selected, click on **OK** with the left mouse button.

Units

The Unit column displays the number of units for that transaction.

Units Options Window

The product purchased is measured in units. When you purchase fuel, the unit measure for fuel is gallons. The feature will allow you to look at units of purchase from a lower level to an upper level.

Direct Edit:

The user can directly edit their search criteria by left clicking in the Upper and Lower limit portion of the Units Option window and entering a number between 1-30,000 on the keyboard.

To change the selection criteria in the Units column:

1. Move the mouse cursor over the **Units** button
2. Click the left mouse button to display the **Units Options** window.

3. In this window you can adjust the parameters which the data will be displayed by :
    - Entering the information in the appropriate blocks
    - Moving the cursor to the appropriate arrow key
    - Clicking the left mouse button to indicate your choice

View transactions within a specific unit range:

1. Move the mouse cursor over the **Units** column heading.
2. Click the left mouse button to display the **Units Options** window.
3. Use the scroll bar under the **Lower Limit** box to set the minimum unit reading that you would like to view.
4. Use the scroll bar under the **Upper Limit** box to set the maximum unit reading that you would like to view.
5. Once the parameters have been set, click on **OK** with the left mouse button.

Cost Per Unit

The Cost Per Unit column displays the unit price of the transaction.

Unit Price Option Window

While the products are measured in units, this feature gives you the price per unit. For instance, if you purchase fuel, the price per unit will reflect price per gallon.

Direct Edit:

The user can directly edit their search criteria by left clicking in the Upper and Lower limit portion of the Unit Price Option window and entering a number between 1-30,000 on the keyboard.

To change the selection criteria in the Cost Per Unit column:

1. Move the mouse cursor over the **Cost Per Unit** button.
2. Click the left mouse button to display the **Unit Price Options** window.

3. In this window you can adjust the parameters which the data will be displayed by :
    - Entering the information in the appropriate blocks
    - Moving the cursor to the appropriate arrow key
    - Clicking the left mouse button to indicate your choice

View transactions within a specific price range:

1. Move the mouse cursor over the **Cost Per Unit** column heading.
2. Click the left mouse button to display the **Unit Price Options** window.
3. Use the scroll bar under the **Lower Limit** box to set the minimum unit price that you would like to view.
4. Use the scroll bar under the **Upper Limit** box to set the maximum unit price that you would like to view.
5. Once the parameters have been set, click on **OK** with the left mouse button.

Gross Purchase Amount

The Gross Purchase Amount column displays price amounts before State taxes and discounts are deducted.

Gross Transaction Amount Options Window

This option will allow a manager to view transaction purchases above a certain amount or transaction within a certain range.

<u>Direct Edit:</u>

The user can directly edit their search criteria by left clicking in the Upper and Lower limit portion of the Gross Transaction Amount Option window and entering a number between 1-30,000 on the keyboard.

<u>To change the selection criteria in the Gross Purchase column:</u>

1. Move the mouse cursor over the **Gross Purchase** button.
2. Click the left mouse button to display the **Gross Transaction Amount Options** window.

3. In this window you can adjust the parameters which the data will be displayed by :
    - Entering the information in the appropriate blocks
    - Moving the cursor to the appropriate arrow key
    - Clicking the left mouse button to indicate your choice

View transactions within certain price restrictions:

1. Move the mouse cursor over the **Gross Purchase** column heading.
2. Click the left mouse button to display the **Gross Transaction Amount Options** window.
3. Use the scroll bar under the **Lower Limit** box to set the minimum transaction amount that you would like to view.
4. Use the scroll bar under the **Upper Limit** box to set the maximum transaction amount that you would like to view.
5. Once the parameters have been set, click on **OK** with the left mouse button.

Cost per Mile

In the Cost Per Mile column, the user is able to view the cost per mile associated with each transaction.

Cost Per Mile Options Window

A fleet manager can enter a lower limit and upper limit for cost per mile and all transactions within that range will be assembled for quick reference.

<u>Cost Per Mile Display Format:</u>

By right clicking on any particular cell in the **Cost Per Mile** column, the user is able to view either cost per mile or cost per kilometer.

<u>Direct Edit:</u>

The user can directly edit their search criteria by left clicking in the Upper and Lower limit portion of the Cost per Mile Restrictions Option window and entering a number between 1-9,999 on the keyboard.

To change the selection criteria in the Cost per Mile column:

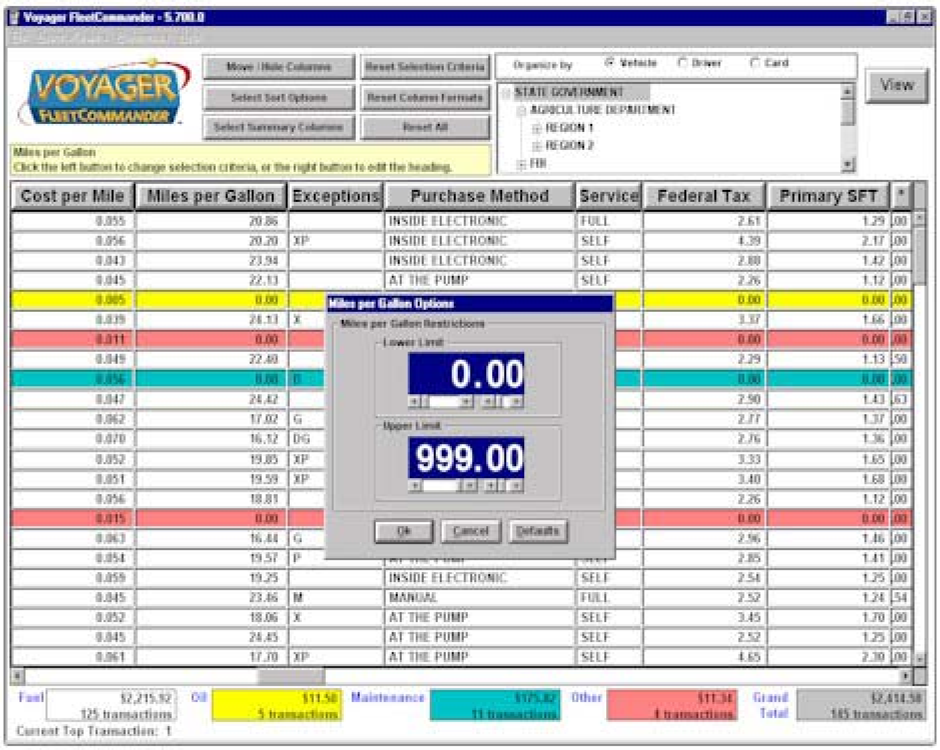
1. Move the mouse cursor over the **Cost Per Mile** button.
2. Click the left mouse button to display the **Cost Per Mile Options** window.
3. In this window you can adjust the parameters which the data will be displayed by :
    - Entering the information in the appropriate blocks
    - Moving the cursor to the appropriate arrow key
    - Clicking the left mouse button to indicate your choice

View transactions within a specific cost per mile range:

1. Move the mouse cursor over the **Cost Per Mile** column.
2. Click the left mouse button to display the **Cost Per Mile Options** window.
3. Use the scroll bar under the **Lower Limit** box to set the minimum cost per mile that you would like to view.
4. Use the scroll bar under the **Upper Limit** box to set the maximum cost per mile that you would like to view.
5. Once the parameters have been set, click on **OK** with the left mouse button.

Miles Per Gallon

The Miles Per Gallon column displays the miles per gallon associated with each transaction.



Miles Per Gallon Options Window

A fleet manager can enter a lower limit and upper limit for miles per gallon and all transaction within that range will be assembled for quick reference.

Miles Per Gallon Display Format:

By right clicking on any particular cell in the **Miles Per Gallon** column, the user may view information in miles per gallon or kilometers per liter.

Direct Edit:

The user can directly edit their search criteria by left clicking in the Upper and Lower limit portion of the Miles per Gallon Option window and entering a number between 1-999 on the keyboard.

To change the selection criteria in the Miles Per Gallon column:

1. Move the mouse cursor over the **Miles Per Gallon** button.
2. Click the left mouse button to display the **Miles Per Gallon Options** window.
3. In this window you can adjust the parameters which the data will be displayed by :
   - Entering the information in the appropriate blocks
   - Moving the cursor to the appropriate arrow key
   - Clicking the left mouse button to indicate your choice

View transactions within a specific Miles Per Gallon range:

1. Move the mouse cursor over the **Miles Per Gallon** column.
2. Click the left mouse button to display the **Miles Per Gallon Options** window.
3. Use the scroll bar under the **Lower Limit** box to set the minimum miles per gallon that you would like to view.
4. Use the scroll bar under the **Upper Limit** box to set the maximum miles per gallon that you would like to view.
5. Once the parameters have been set, click on **OK** with the left mouse button.

Exceptions

The Exception column displays the exceptions associated with each transaction.

Exceptions Options Window

A transaction may include multiple exceptions. Examples: A fleet manager can go to a particular transaction and view an exception, noting what was out of the normal range for that purchase.

<u>Exception Display Format:</u>

By right clicking on any particular cell in the **Exceptions** column for each record, a window will open explaining the exception. The exception keys that are seen in the report are as follows :

G	Miles per gallon (or kilometers per liter) outside the expected range.
P	Product purchased is not allowed for this vehicle
D	Transaction took place outside of defined work hours/days specified for vehicle
A	Transaction took place outside of defined work hours/days specified for driver
M	Transaction was captured manually

X Transaction fuel volume exceeds vehicle capacity
E The odometer reading shown is an estimated value
F Transaction was full service
C Island card reader transaction (At the Pump)
L Transaction on a lost/stolen or canceled card
T Transaction was exempted from tax

When you open the Exception window, the following restrictions are available to view :

- Vehicle Day/Time Discrepancy
- Driver Day/Time Discrepancy
- Manual Transaction
- Fuel Service
- Excess Vehicle Fuel Capacity
- Product Variance
- Mile Per Gallon Variance
- No Exceptions

<u>To change the selection criteria in the Exceptions column:</u>

1. Move the mouse cursor over the **Exceptions** button.
2. Click the left mouse button to display the **Exceptions Options** window.
3. In this window you can adjust the parameters which the data will be displayed by:
   - Moving the mouse cursor over the appropriate box preceding the desired exception and clicking the left mouse button.
   - Multiple exceptions are selected by moving the cursor over the appropriate boxes preceding the desired exceptions and clicking the left mouse button on each box
   - Select as many exception options as needed

<u>View transactions with specific exceptions:</u>

1. Move the mouse cursor over the **Exceptions** column.
2. Click the left mouse button to display the **Exceptions Options** window.
3. Clear all exceptions by clicking on the **Clear All** button.
4. To view a specific exception move the mouse cursor over the appropriate box preceding the desired exception and click the left mouse button.
5. Once the exception has been selected, click on **OK** with left mouse button.

<u>View transactions with multiple exceptions:</u>

1. Move the mouse cursor over the **Exceptions** column.
2. Click the left mouse button to display the **Exceptions Options** window.

3. Clear all exceptions by clicking on the **Clear All** button.
4. To view specific exceptions move the mouse cursor over the appropriate boxes preceding the desired exceptions and click the left mouse button.
5. Once the exceptions have been selected, click on **OK** with left mouse button.

Purchase Method

The Purchase Method column displays the way that each transaction was captured.

Capture Method Window

The user may view any or all of the following methods: Inside electronic, Inside keyed, Keyed after, At the pump, or Manual.

To change the selection criteria in the Purchase Method column:

1. Move the mouse cursor over the **Purchase Method** button.
2. Click the left mouse button to display the **Capture Method** window.
3. In this window you can adjust the parameters which the data will be displayed by:
    - Moving the mouse cursor over the appropriate box preceding the desired capture method and clicking the left mouse button
    - Multiple exceptions are selected by moving the cursor over the appropriate box preceding the desired capture method and clicking the left mouse button
    - Select as many captured methods as needed

View how single transactions were captured:

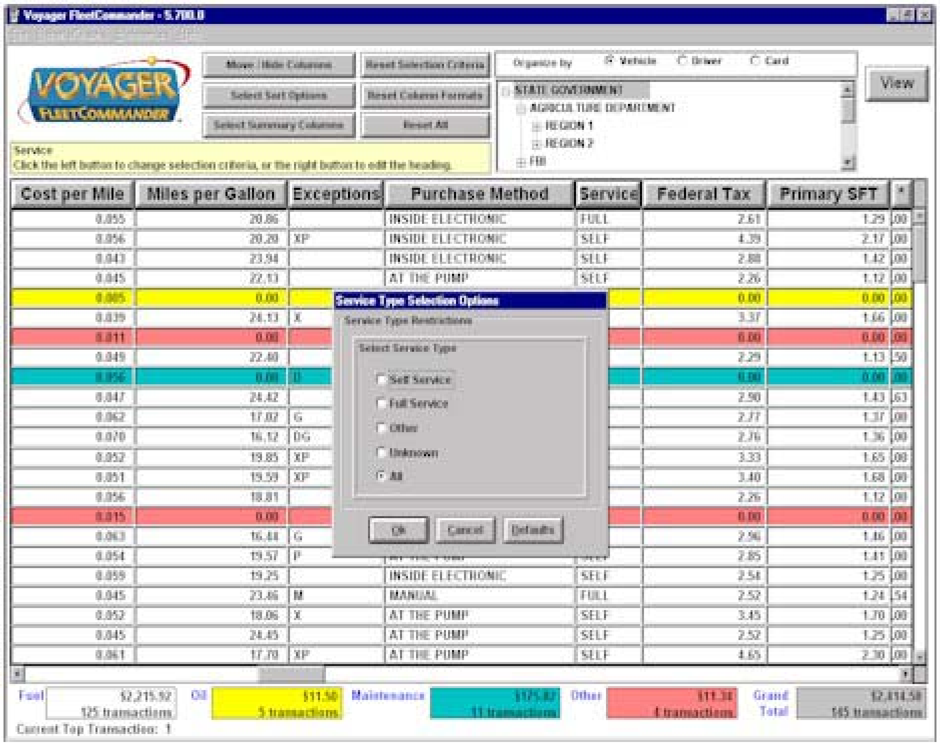
1. Move the mouse cursor over the **Purchase Method** column.
2. Click the left mouse button to display the **Capture Method** window.
3. Clear all purchase methods by clicking on the **Clear All** button.
4. Move the mouse cursor over the appropriate box preceding the desired purchase method and click the left mouse button.
5. Once the purchase method has been chosen, click on **OK** with the left mouse button.

View multiple ways transactions were captured:

1. Move the mouse cursor over the **Purchase Method** column.
2. Click the left mouse button to display the **Capture Method** window.
3. Clear all purchase methods by clicking on the **Clear All** button.
4. Move the mouse cursor over the appropriate boxes preceding the desired purchase methods and click the left mouse button.
5. Once the purchase methods have been chosen, click on **OK** with the left mouse button.

Service

The Service column displays the type of service received for each transaction.



Service Type Selection Options Window

The user may view full service, self-service or both within the report by using the modifying options. For instance, full service transaction are usually more expensive than other types of service. A manager may want to view expenses associated with all full service transactions.

<u>To change the selection criteria in the Service column:</u>

1. Move the mouse cursor over the **Service** button.
2. Click the left mouse button to display the **Service Type Selection Options** window.
3. Move the mouse cursor over the appropriate box preceding the service that you would like to view and click the left mouse button.
4. Once the correct service type has been chosen, click on **OK** with the left mouse button. (Note: In the **Service Selection Options** window you may only select one search function at a time.)

Federal Tax

The Federal Tax column displays the federal tax status of each transaction.

Federal Excise Tax Selection Options Window

In the Federal Tax column the user is able to view reports based on tax exemption. The user is able to view reports that are exempt and non-exempt, exempt only and non-exempt only. The user is also able to view transactions which occurred within specific tax restrictions.

<u>Direct Edit:</u>

The user can directly edit their search criteria by left clicking in the Upper and Lower limit portion of the Federal Excise Tax Selection Option window and entering a number between 1-30,000 on the keyboard.

<u>To change the selection criteria in the Federal Tax column:</u>

1. Move the mouse cursor over the **Federal Tax** button.
2. Click the left mouse button to display the **Federal Excise Tax Selections** window.

3. In this window you can adjust the parameters which the data will be displayed by :
    - Entering the information in the appropriate blocks
    - Moving the cursor to the appropriate arrow key
    - Clicking the left mouse button to indicate your choice

In this window you may also elect to show only exempt transactions, non-exempt transactions or both.

To show the type of transaction:

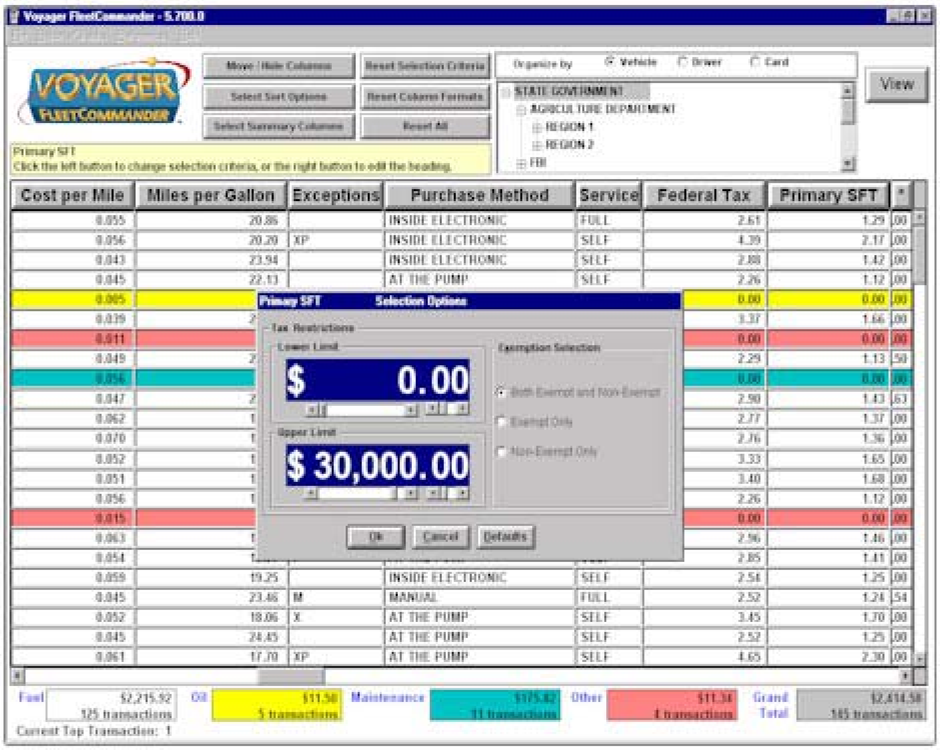
1. Move the mouse cursor over the circle for the appropriate display desired.
2. Click the left mouse button to activate the selection.

View transactions that are tax-exempt:

1. Move the mouse cursor over the **Federal Tax** column.
2. Click the left mouse button to display the **Federal Excise Tax Selections** window.
3. Click on the box preceding **Exempt Only** in the **Exemption Selection** box.
4. Set the lower limit of the federal tax restrictions by using the scroll bars on the bottom the **Lower Limit** box.
5. Set the upper limit of the federal tax restrictions by using the scroll bars on the bottom of the **Upper Limit** box.
6. Once the correct limits have been set, click on **OK** with the left mouse button.

Primary Motor Fuel Tax

The Primary Motor Fuels Tax column displays the user tax status of the transaction.



Primary Motor Fuels Tax Selection Options Window

The user is able to view reports that are exempt and non-exempt, exempt only and non-exempt only. The user is also able to view transactions that occurred within specific tax restrictions.

Direct Edit:

The user can directly edit their search criteria by left clicking in the Upper and Lower limit portion of the Primary Motor Fuels Tax Selection Option window and entering a number between 1-30,000 on the keyboard.

To change the selection criteria in the Primary Fuels Tax column:

1. Move the mouse cursor over the **Primary SFT** button.
2. Click the left mouse button to display the **Primary Motor Fuels Tax Selection Options** window.

3. In this window you can adjust the parameters which the data will be displayed by :
    - Entering the information in the appropriate blocks
    - Moving the cursor to the appropriate arrow key
    - Clicking the left mouse button to indicate your choice

In this window you may also elect to show only exempt transactions, non-exempt transactions or both.

<u>To show the type of transaction:</u>

1. Move the mouse cursor over the circle for the appropriate display desired.
2. Click the left mouse button to activate the selection.

<u>View transactions that are non-exempt:</u>

1. Move the mouse cursor over the **Primary SFT** column.
2. Click the left mouse button to display the **Primary Motor Fuels Tax Selection Options** window.
3. Click on the box preceding **Non-Exempt Only** in the **Exemption Selection** box.
4. Set the lower limit of the Primary Motor Fuel Tax restriction by using the scroll bars on the bottom of the **Lower Limit** box.
5. Set the upper limit of the Primary Motor Fuel Tax restriction by using the scroll bars on the bottom of the **Upper Limit** box.
6. Once the correct limits have been set, click on **OK** with the left mouse button.

Secondary SFT

The Secondary Motor Fuels Tax column displays the user tax status of the transaction.

Secondary Motor Fuels Tax Selection Options Window

The user is able to view reports which are exempt and non-exempt, exempt only and non-exempt only. The user is also able to view transactions that occurred within specific tax restrictions.

<u>Direct Edit:</u>

The user can directly edit their search criteria by left clicking in the Upper and Lower limit portion of the Secondary Motor Fuels Tax Option window and entering a number between 1-30,000 on the keyboard.

<u>To change the selection criteria in the Secondary Fuels Tax column:</u>

1. Move the mouse cursor over the **Secondary SFT** button.
2. Click the left mouse button to display the **Secondary Motor Fuels Tax** Selection Options window.

3. In this window you can adjust the parameters which the data will be displayed by :
    - Entering the information in the appropriate blocks
    - Moving the cursor to the appropriate arrow key
    - Clicking the left mouse button to indicate your choice

In this window you may also elect to show only exempt transactions, non-exempt transactions or both.

To show the type of transaction:

1. Move the mouse cursor over the circle for the appropriate display desired.
2. Click the left mouse button to activate the selection.

View transactions that are exempt and non-exempt:

1. Move the mouse cursor over the **Secondary Motor Fuels Tax** column.
2. Click the left mouse button to display the **Secondary Motor Fuels Tax Selection Options** window.
3. Click on the box preceding **Exempt Only** in the **Exemption Selection** box.
4. Set the lower limit of the Secondary Motor Fuels tax restrictions by using the scroll bars on the bottom of the **Lower Limit** box.
5. Set the upper limit of the Secondary Motor Fuels tax restrictions by using the scroll bars on the bottom of the **Upper Limit** box.
6. Once the correct limits have been set, click on **OK** with the left mouse button.

State Sales Tax

The State Sales Tax column displays the tax status of the transaction.

State Sales Tax Selection Options Window

The user may view reports that are exempt and non-exempt, exempt only and non-exempt only. The user is also able to view transactions that occurred within specific tax restrictions.

<u>Direct Edit:</u>

The user can directly edit their search criteria by left clicking in the Upper and Lower limit portion of the State Sales Tax Selection Option window and entering a number between 1-30,000 on the keyboard.

<u>To change the selection criteria in the State Sales Tax column:</u>

1. Move the mouse cursor over the **State Sales Tax** button.
2. Click the left mouse button to display the **State Sales Tax Selection Options** window.

3. In this window you can adjust the parameters which the data will be displayed by :
    - Entering the information in the appropriate blocks
    - Moving the cursor to the appropriate arrow key
    - Click the left mouse button to indicate your choice

In this window you may also elect to show only exempt transactions, non-exempt transactions or both.

<u>To show the type of transaction:</u>

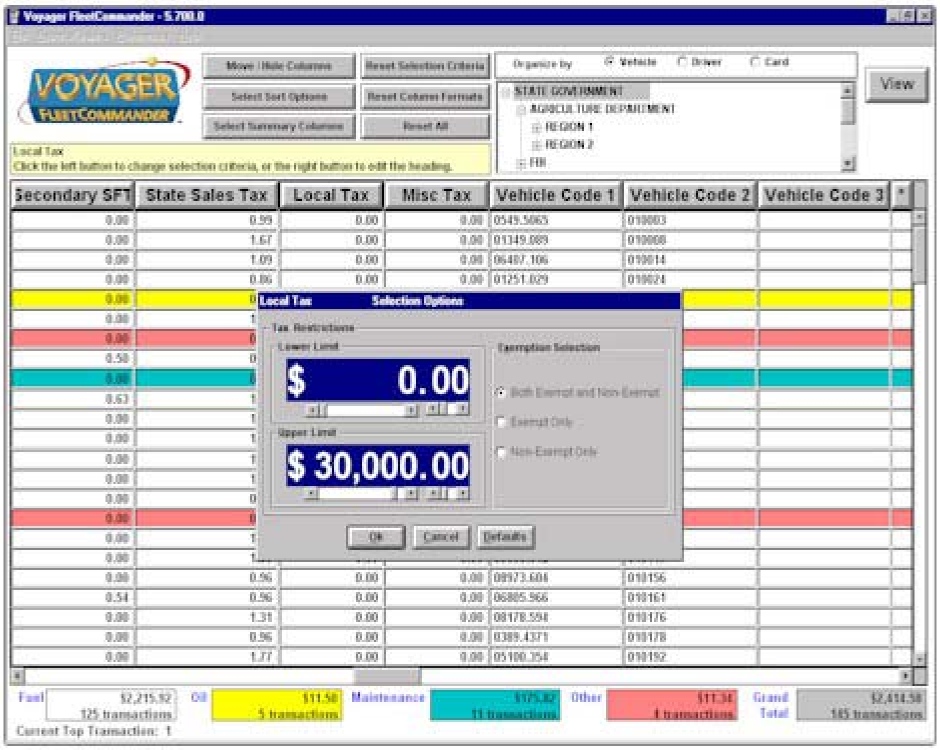
1. Move the mouse cursor over the circle for the appropriate display desired.
2. Click the left mouse button to activate the selection.

<u>View transactions that are exempt and non-exempt:</u>

1. Move the mouse cursor over the **State Sales Tax** column.
2. Click the left mouse button to display the **State Sales Tax Selection Options** window.
3. Click on the box preceding **Exempt Only** in the **Exemption Selection** box.
4. Set the lower limit of the State tax restrictions by using the scroll bars on the bottom of the **Lower Limit** box.
5. Set the upper limit of the State tax restrictions by using the scroll bars on the bottom of the **Upper Limit** box.
6. Once the correct limits have been set, click on **OK** with the left mouse button.

Local Tax

The Local Tax column displays the user tax status of the transaction.



Local Tax Selection Options Window

The user is able to view reports which are exempt and non-exempt, exempt only and non-exempt only. The user is also able to view transactions that occurred within specific tax restrictions.

Direct Edit:

The user can directly edit their search criteria by left clicking in the Upper and Lower limit portion of the Local Tax Selection Option window and entering a number between 1-30,000 on the keyboard.

To change the selection criteria in the Local Tax column:

1. Move the mouse cursor over the **Local Tax** button.
2. Click the left mouse button to display the **Local Tax Selection Options** window.

3. In this window you can adjust the parameters which the data will be displayed by :
    - Entering the information in the appropriate blocks
    - Moving the cursor to the appropriate arrow key
    - Clicking the left mouse button to indicate your choice

In this window you may also elect to show only exempt transactions, non-exempt transactions or both.

<u>To show the type of transaction:</u>

1. Move the mouse cursor over the circle for the appropriate display desired.
2. Click the left mouse button to activate the selection.

<u>View transactions that are exempt and non-exempt:</u>

1. Move the mouse cursor over the **Local Tax** column.
2. Click the left mouse button to display the **Local Tax Selection Options** window.
3. Click on the box preceding **Exempt Only** in the **Exemption Selection** box.
4. Set the lower limit of the Local tax restrictions by using the scroll bars on the bottom of the **Lower Limit** box.
5. Set the upper limit of the Local tax restrictions by using the scroll bars on the bottom of the **Upper Limit** box.
6. Once the correct limits have been set, click on **OK** with the left mouse button.

Miscellaneous Tax

The Miscellaneous Tax column displays the user tax status of the transaction.

Miscellaneous Tax Selection Options Window

The user is able to view reports which are exempt and non-exempt, exempt only and non-exempt only. The user is also able to view transactions that occurred within specific tax restrictions.

Direct Edit:

The user can directly edit their search criteria by left clicking in the Upper and Lower limit portion of the Miscellaneous Tax Selection Option window and entering a number between 1-30,000 on the keyboard.

To change the selection criteria in the Miscellaneous Tax column:

1. Move the mouse cursor over the **Miscellaneous Tax** button.
2. Click the left mouse button to display the **Miscellaneous Tax Selection Options** window.

3. In this window you can adjust the parameters which the data will be displayed by :
    - Entering the information in the appropriate blocks
    - Moving the cursor to the appropriate arrow key
    - Clicking the left mouse button to indicate your choice

In this window you may also elect to show only exempt transactions, non-exempt transactions or both.

<u>To show the type of transaction:</u>

1. Move the mouse cursor over the circle for the appropriate display desired.
2. Click the left mouse button to activate the selection.

<u>View transactions that are exempt and non-exempt:</u>

1. Move the mouse cursor over the **Miscellaneous Tax** column.
2. Click the left mouse button to display the **Miscellaneous Tax Selection Options** window.
3. Click on the box preceding **Exempt Only** in the **Exemption Selection** box.
4. Set the lower limit of the Miscellaneous tax restrictions by using the scroll bars on the bottom of the **Lower Limit** box.
5. Set the upper limit of the Miscellaneous tax restrictions by using the scroll bars on the bottom of the **Upper Limit** box.
6. Once the correct limits have been set, click on **OK** with the left mouse button.

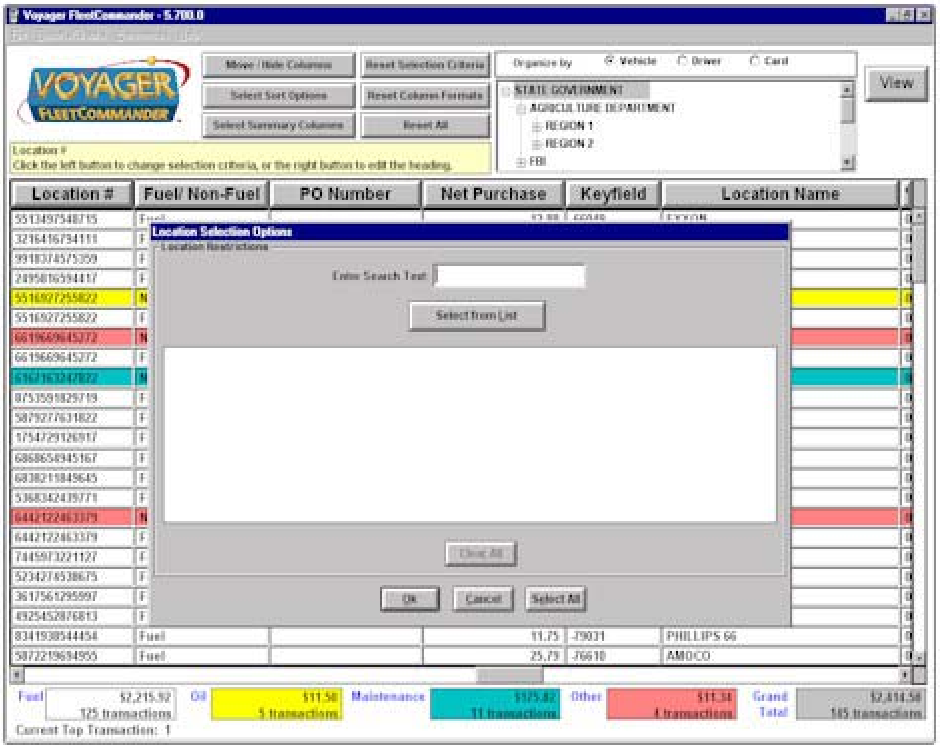
Vehicle Codes 1-5

The Vehicle Code columns contain information specific to your Voyager Fleet credit card account, or accounts. These columns display data that has been entered in the user code fields (UC1-UC5), in the Voyager Account Management System. These fields are optional, and not utilized on all accounts.

These code columns will be left blank if there are no User Codes entered on the Voyager account. They are also discretionary fields. The user can assign (appoint) a code to any card number, vehicle number, driver, account etc.

Location Number

The Location column displays the oil company merchant number of station where the transaction occurred.



Location Selection Options Window

The user is able to view the merchant number of the station where the transaction took place. With this information the user may locate the station where signed copies of transaction invoices are made available. Oil company merchants will keep copies of signed invoices for three to six months.

<u>To change the selection criteria in the Location column:</u>

1. Move the mouse cursor over the **Location** button.
2. Click the left mouse button to display the **Location Selection Options** window.
3. In this window you can adjust the parameters which the data will be displayed by:
   - Searching for a specific location by entering the description in the **Enter Search Text** box
   - Choosing from a listing of the available locations in your current transaction data by clicking the **Select From List** box

   - Highlighting the lines with location information
   - Multiple locations are selected by highlighting the each line that contains the location information that the user would like to view
4. To clear all locations, click on **Clear All**.
5. To select all locations, click on **Select All**.

<u>View transactions that occurred at a specific location:</u>

1. Move the mouse cursor to the **Location** column heading.
2. Click the left mouse button to display the **Location Selection Options** window.
3. Enter the location number you wish to search for in the **Enter Search Text** box.
4. When you have finished, left-click on **OK**.

<u>View transactions that occurred at a range of location numbers:</u>

1. Move the mouse cursor to the **Location** column heading.
2. Click with the left mouse button to display the **Location Selectio**n **Options** window.
3. Left-click the **Select From List** box for a listing of the location numbers within the transaction data you currently have displayed.
4. Left-click to highlight the location number or numbers you wish to view. Left-click the location number again if you need to clear the selection. If you wish to select all location numbers, click **Select All**. To clear all location numbers, click **Clear All**.
5. When you have finished, left-click on **OK**.

Fuel/Non fuel

The Fuel/Non-Fuel column gives the transaction category of the sale.

Fuel/Non-Fuel Selection Options Window

Because all oil companies divide transactions into Fuel and Non-Fuel sales, FleetCommander is able to classify sales by their transaction category. A fleet manager may want to view all transactions sorted by fuel only, non-fuel only, or both.

To change the selection criteria in the Fuel/Non-Fuel column:

1. Move the cursor to the **Fuel/Non-Fuel** button.
2. Click with the left mouse key to display the **Fuel/Non-Fuel Selection Options** window.
3. In this window you can adjust the parameters by which the data is displayed by :
   - Searching for purchases that are fuel or non-fuel only
   - Searching for purchases that are either fuel or non fuel items

View transactions which are fuel only, non-fuel only, or both:

1. Move the mouse cursor to the **Fuel/Non-Fuel** column heading.
2. Click with the left mouse button to display the **Fuel/Non-Fuel Selection Options** window.
3. To view all fuel transactions, left-click the **Fuel Only** circle.
4. To view all non-fuel transactions, left-click the **Non-Fuel Only** circle.
5. To view all fuel and non-fuel transactions, left-click the **Both** circle.
6. When you have finished making your selection, click on **OK**.
   (Note: In the Fuel/Non-Fuel Selection Options window you may only select one search function at a time.)

PO Number

The PO Number column gives the purchase order number of the sale.

PO Number Selection Options Window

The PO Number column displays the purchase order number determined by the merchant at the point of sale.

<u>To change the selection criteria in the PO Number column:</u>

1. Move the cursor to the **PO Number** button.
2. Click with the left mouse key to display the **PO Number Selection Options** window.
3. Enter the PO Number you wish to search for in the **Enter Search Text** box.
4. When you have finished, left-click on **OK**.

Net Purchase

The Net Purchase column gives the transaction amount after taxes.

Net Transaction Amount Options Window

The Net Purchase column allows the user to search for after taxes within a specific price range.

Direct Edit:

The user can directly edit their search criteria by left clicking in the Upper and Lower limit portion of the Net Transaction Amount Option window and entering a number between 1-30,000 on the keyboard.

To change the selection criteria in the Net Purchase column:

1. Move the cursor to the cursor to the **Net Purchase** button.
2. Click with the left mouse key to display the **Net Transaction Amount Options** window.

3. In this window you can adjust the parameters by which the data is displayed by :
    - Searching for a specific transaction by a specific amount
    - Search for transactions within a certain price range

View transactions within a specific amount range:

1. Move the mouse cursor to the **Net Purchase** column heading.
2. Click with the left mouse button to display the **Net Transaction Amount Options** window.
3. Use the scroll bar under the **Lower Limit** box to set the minimum Net Transaction amount that you would like to view.
4. Use the scroll bar under the **Upper Limit** box to set the maximum Net Transaction amount that you would like to view.
5. Once the parameters have been set, click on **OK** with the left mouse button.

Keyfield

The Keyfield column indicates a unique number for that particular transaction.

Keyfield Selection Options window

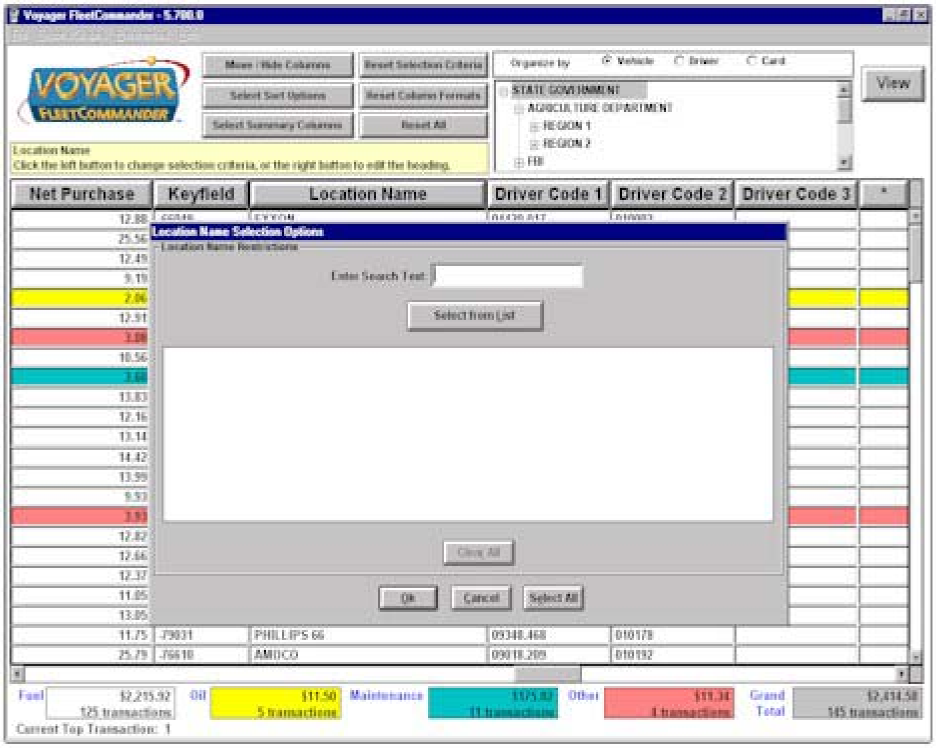
It is easy to discuss details of a transaction by using the keyfield value as an identifier.

<u>To change the selection criteria in the Keyfield column:</u>

1. Move the cursor to the cursor to the **Keyfield** button.
2. Click with the left mouse key to display the **Keyfield Options** window.
3. In this window you can adjust the parameters by which the data is displayed by entering criteria in the **Enter Search Text** box.
4. Once the parameters have been set, click on **OK** with the left mouse button.

Location Name

The Location Name column allows the user to view the name of the merchant where the transaction took place.



Location Name Selection Options window

The user may search for a specific location by entering the location name or select from the available listing.

<u>To change the selection criteria in the Location Name column:</u>

1. Move the mouse cursor over the **Location Name** button.
2. Click the left mouse button to display the **Location Name Selection Options** window.
3. In this window you can adjust the parameters by which the data will be displayed by :
   - Searching for a specific location name by entering the street address in the **Enter Search Text** box
   - Choosing from a listing of the available location names in your current transaction data by clicking bold **Select From List** box
   - Highlighting the lines of Location Name information

- Multiple Location Names are selected by highlighting the names that the user would like to view and clicking on **OK**

4. To clear all location names, click on **Clear All**.
5. To select all location names, click on **Select All**.

<u>View transactions that occurred at a specific location names:</u>

1. Move the cursor over the **Location Name** column heading.
2. Click with the left mouse button to display the **Location Name Selection Options** window.
3. Enter the location name you wish to search by in the **Enter Search Text** box.
4. When you have finished, left-click on **OK**.

<u>View transactions that occurred at multiple location names:</u>

1. Move the cursor over the **Location Name** column heading.
2. Click with the left mouse button to display the **Location Name Selection Options** window.
3. Left-click the **Select From List** box for a listing of the location names within the transaction data you currently have displayed.
4. Left-click to highlight the location name or names you wish to view. Left-click the location name again if you need to clear the selection. If you wish to select all location names, click **Select All**. To clear all location names, click **Clear All**.
5. When you have finished, left-click on **OK**.

Driver Codes 1-5

The Driver Code columns contain information specific to your Voyager Fleet credit card account, or accounts. These columns display data that has been entered in the user code fields (UC1-UC5), in the Voyager Account Management System. These fields are optional, and not utilized on all accounts.

These code columns will be left blank if there are no User Codes entered on the Voyager account. They are also discretionary fields. The user can assign (appoint) a code to any card number, vehicle number, driver, account etc.

Card Codes 1-5

The Card Code columns contain information specific to your Voyager Fleet credit card account, or accounts. These columns display data that has been entered in the user code fields (UC1-UC5), in the Voyager Account Management System. These fields are optional, and not utilized on all accounts.

These code columns will be left blank if there are no User Codes entered on the Voyager account. They are also discretionary fields. The user can assign (appoint) a code to any card number, vehicle number, driver, account etc.

Level 1-7

The text in the Level 1-7 columns shows what levels are tied to a particular transaction at the time of sale. These columns are view only, search criteria cannot be selected due to the fact that the same action is performed by making selections in the Org Tree window.

Graph Presentations

Introduction

Voyager FleetCommander has the capability to produce graphs from the results of the transaction data displayed by the specified criteria as indicated by the user. There are seven graphic displays that can be generated from the Graph menu in FleetCommander. Examples of the graphs are presented in the links below. The current version of FleetCommander allows for these graphs only as part of the prepared software package.

To access the graphs, move the cursor to the main menu bar of the program and place it over the word **Graph** then click the left mouse button on **Standard**, to drop down the menu. Move the cursor down the menu to the desired graph. Click the left mouse button to activate.

Pie Charts

- Product Category Summary
- Product Code Summary
- Vendor Summary

Area Chart

- Time of Day Summary

Combination Charts

- Vendor Price Comparison
- Vendor Price Analysis

Bar Chart

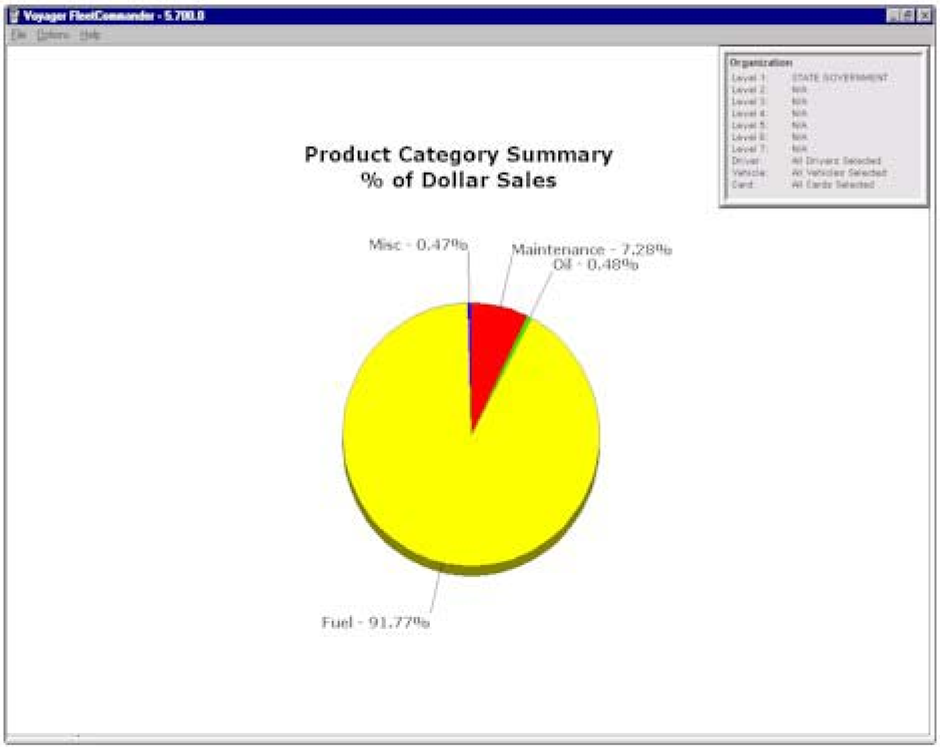
- Weekday Profile

Summary Reporting

- Summary Custom Graph

Product Category Summary

Displays the types of products purchased.



Product Category Summary Graph

By clicking on a piece of the chart, with the left mouse button, the chart will separate.

By clicking on the chart with the right mouse button, the following options appear :

- Change font size
- Change graph size
- Change color
- Rotate pie chart
- Viewing angle adjustment
- Calculation basis

Change Font Size:

1. Click on the chart with the right mouse button.
2. Select **Change Font Size** and click with the left mouse key.

3. Using the scroll bars, the user is able to make the font size larger or smaller on the heading and labels.

Change Graph Size:

1. Click on the chart with the right mouse button.
2. Select C**hange Graph Size** and click with the left mouse button.
3. Use the scroll bars to make the graph smaller or larger.

Change Color:

1. Click on the chart with the right mouse button.
2. Select **Change Color** and click with the left mouse button.
3. Choose the color you would like to view the chart
   - green
   - blue
   - cyan
   - magenta
   - yellow
4. Use the scroll bars to change the shade of the color you have chosen.
5. Click on **OK** with the left mouse button.

Rotate Pie Chart:

1. Click on the chart with the right mouse button.
2. The user may rotate the chart to the right or left by clicking on the arrow buttons.

Viewing Angle Adjustment:

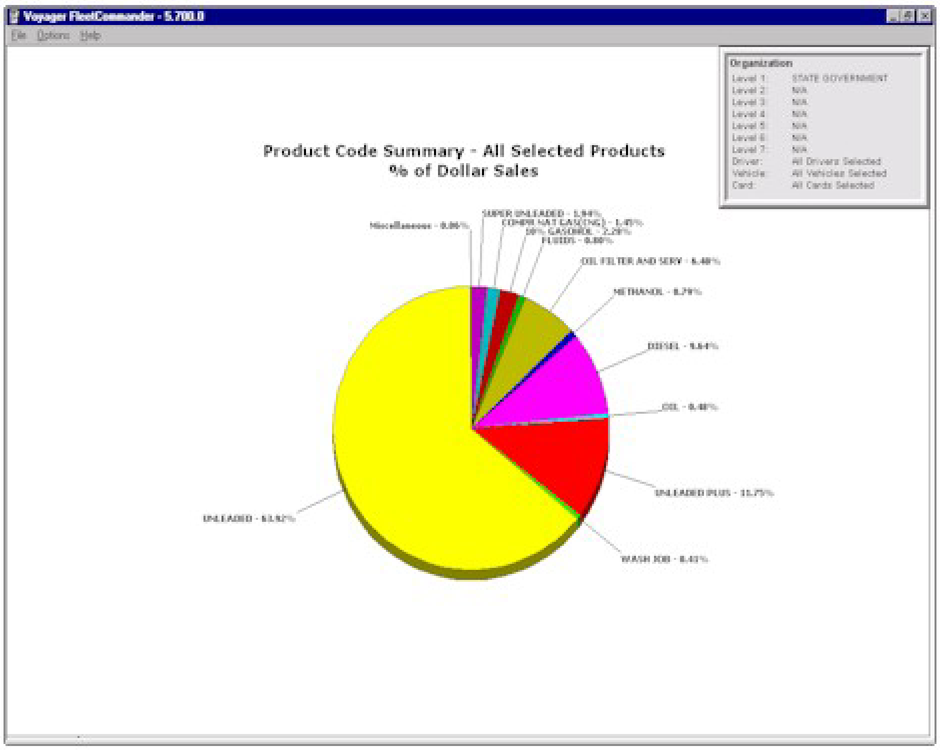
1. Click on the chart with the right mouse button.
2. The user may adjust the viewing position by clicking on the arrow buttons.
3. The user may change the depth of the chart by using the scroll bar.

Calculation Basis:

Allows user to determine which calculation basis he would like to view the chart, either transactions or dollar amounts.

Product Code Summary

Displays the product codes of products purchased.



Product Code Summary Graph

By clicking on a piece of the chart, with the left mouse button, the chart will separate.

<u>By clicking on the chart with the right mouse button, the following options appear :</u>

- Change font size
- Change graph size
- Change color
- Rotate pie chart
- Viewing angle adjustment
- Calculation basis

<u>Change Font Size:</u>

1. Click on the chart with the right mouse button.
2. Select **Change Font Size** and click with the left mouse key.

3. Using the scroll bars, the user is able to make the font size larger and smaller on the heading and labels.

Change Graph Size:

1. Click on the chart with the right mouse button.
2. Select **Change Graph Size** and click with the left mouse button.
3. Use the scroll bars to make the graph smaller and larger.

Change Color:

1. Click on the chart with the right mouse button.
2. Select **Change Color** and click with the left mouse button.
3. Choose the color you would like to view the chart
    - green
    - blue
    - cyan
    - magenta
    - yellow
4. Use the scroll bars to change the shade of the color you have chosen.
5. Click on OK with the left mouse button.

Rotate Pie Chart:

1. Click on the chart with the right mouse button.
2. The user may rotate the chart to the right or left by clicking on the arrow buttons.

Viewing Angle Adjustment:

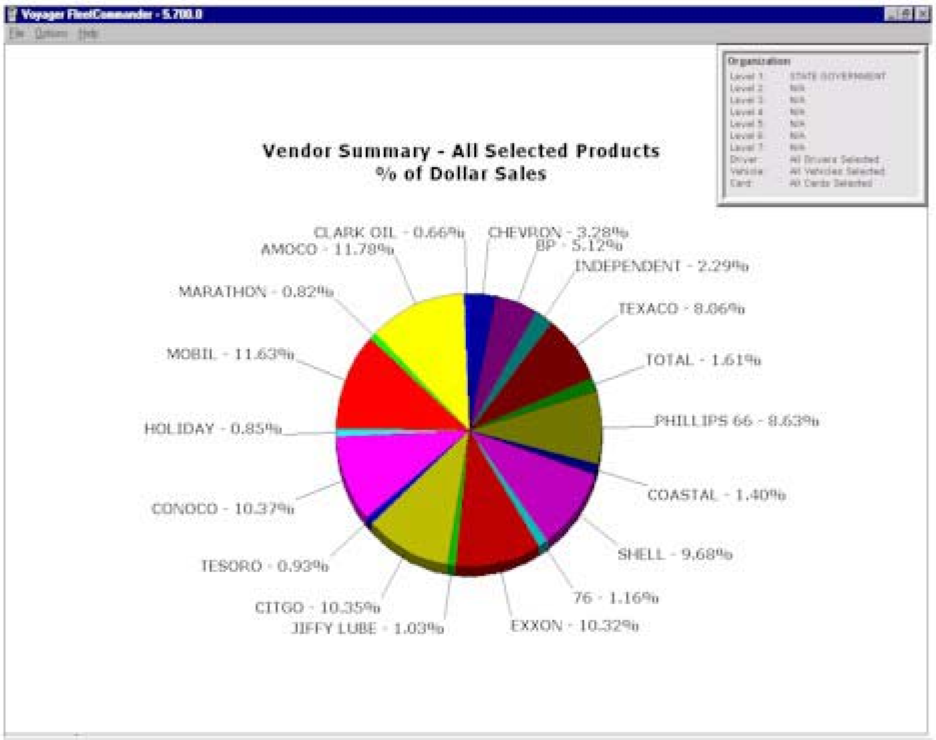
1. Click on the chart with the right mouse button.
2. The user may adjust the viewing position by clicking on the arrow buttons.
3. The user may change the depth of the chart by using the scroll bar.

Calculation Basis:

Allows user to determine which calculation basis he would like to view the chart, either transactions or dollar amounts.

Vendor Summary

Displays the vendors by which products were purchased.



Vendor Summary Graph

By clicking on a piece of the chart, with the left mouse button, the chart will separate.

<u>By clicking on the chart with the right mouse button, the following options appear :</u>

- Change font size
- Change graph size
- Change color
- Rotate pie chart
- Viewing angle adjustment
- Calculation basis

<u>Change Font Size:</u>

1. Click on the chart with the right mouse button.
2. Select **Change Font Size** and click with the left mouse key.

3. Using the scroll bars, the user is able to make the font size larger or smaller on the heading and labels.

Change Graph Size:

1. Click on the chart with the right mouse button.
2. Select **Change Graph Size** and click with the left mouse button.
3. Use the scroll bars to make the graph smaller and larger.

Change Color:

1. Click on the chart with the right mouse button.
2. Select **Change Color** and click with the left mouse button.
3. Choose the color you would like to view the chart
   - green
   - blue
   - cyan
   - magenta
   - yellow
4. Use the scroll bars to change the shade of the color you have chosen.
5. Click on **OK** with the left mouse button.

Rotate Pie Chart:

1. Click on the chart with the right mouse button.
2. The user may rotate the chart to the right or left by clicking on the arrow buttons.

Viewing Angle Adjustment:

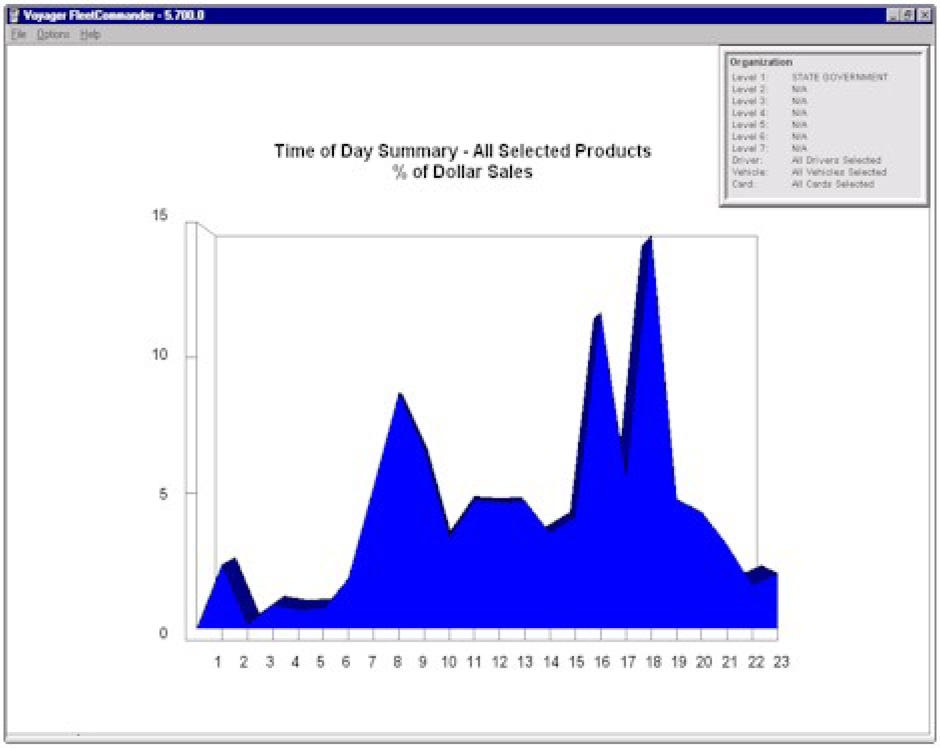
1. Click on the chart with the right mouse button.
2. The user may adjust the viewing position by clicking on the arrow buttons.
3. The user may change the depth of the chart by using the scroll bar.

Calculation Basis:

Allows user to determine which calculation basis he would like to view the chart; either transactions or dollar amounts.

Time of Day Summary

Displays the time of day by which transactions occurred.



Time of Day Summary Graph

<u>By right clicking on the chart, the following menu appears :</u>

- Change font size
- Change graph size
- Change color
- Viewing angle adjustment
- Calculation basis
- Projection type
- Adjust bars

<u>Change Font Size:</u>

1. Click on the chart with the right mouse button.
2. Select **Change Font Size** and click with the left mouse key.
3. Using the scroll bars, the user is able to make the font size larger or smaller on the heading and labels.

<u>Change Graph Size:</u>

1. Click on the chart with the right mouse button.
2. Select **Change Graph Size** and click with the left mouse button.
3. Use the scroll bars to make the graph smaller or larger.

<u>Change Color:</u>

1. Click on the chart with the right mouse button.
2. Select **Change Color** and click with the left mouse button.
3. Choose the color you would like to view the chart
    - green
    - blue
    - cyan
    - magenta
    - yellow
4. Use the scroll bars to change the shade of the color you have chosen.
5. Click on **OK** with the left mouse button.

<u>Viewing Angle Adjustment:</u>

1. Click on the chart with the right mouse button.
2. The user may adjust the viewing position by clicking on the arrow buttons.
3. The user may change the depth of the chart by using the scroll bar.

<u>Projection Type:</u>

Click on **Projection Type** and another menu appears allowing the user to view the graph with no projection, by perspective or by isometric.

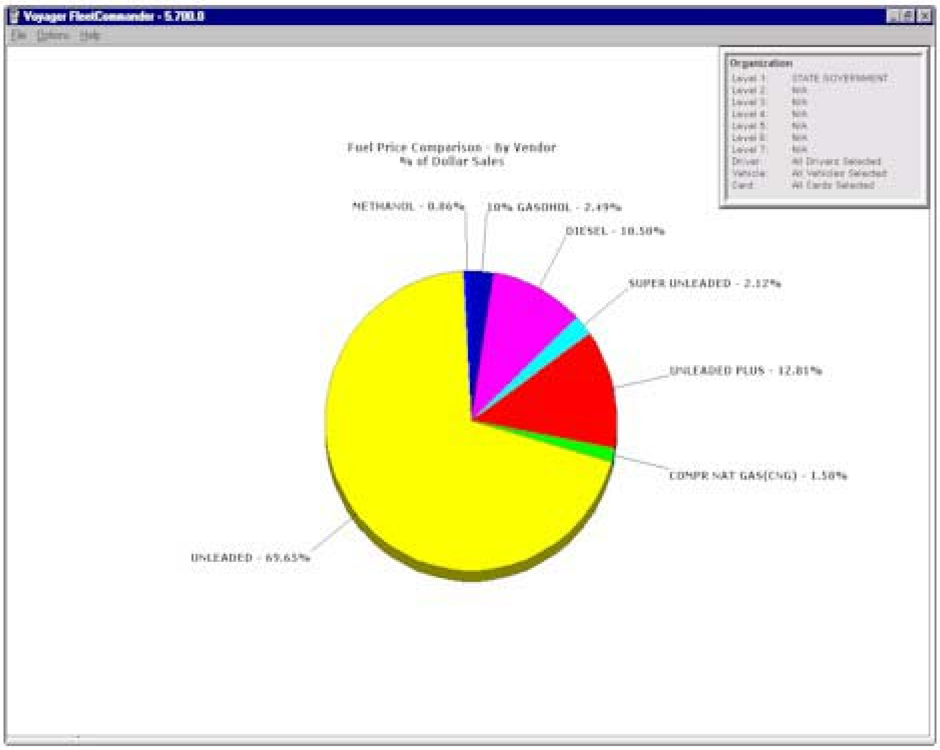
<u>Bar Adjustment:</u>

Click on **Bar Adjustment**.

- Change the bar depth by moving the scroll bar to the right to make the depth larger or moving the scroll bar to the left to make the depth smaller.
- Change the bar gap by moving the scroll bars to the right to make the gap larger or moving the scroll bar to the left to make the gap smaller.

Vendor Price Comparison

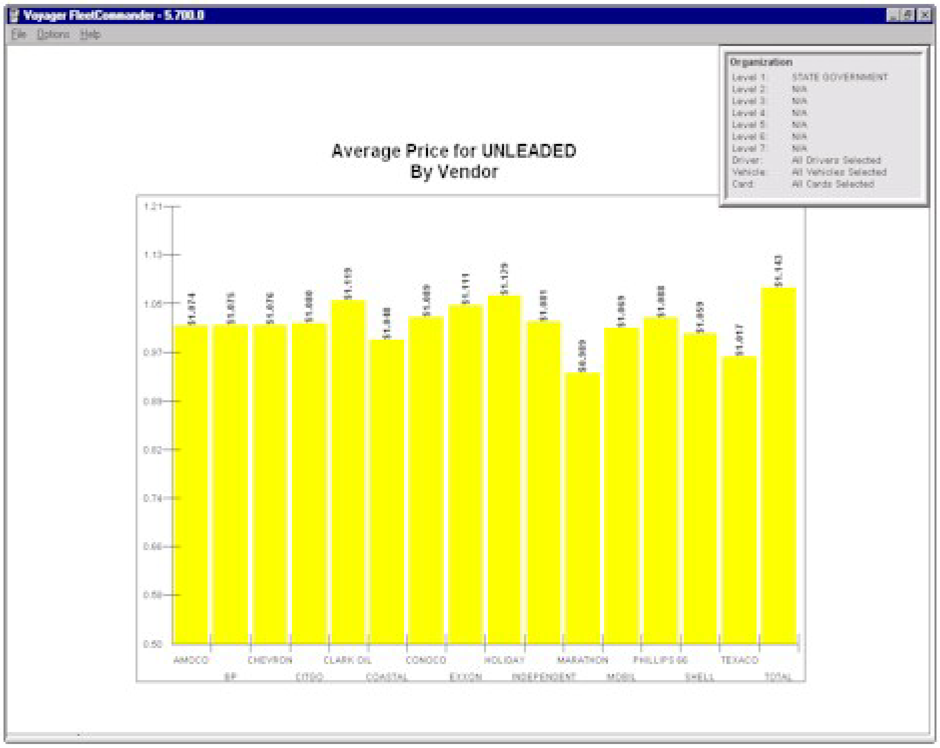
Displays the vendor price fuel comparison by fuel type.



Vendor Fuel Price Comparison Graph

By clicking on the left mouse button, you can view the Average Price for Unleaded by Vendor bar graph.

Toggle back and forth between the pie and bar graphs by left-clicking the graph.



<u>**By clicking on the right mouse button, the following options appear :**</u>

- Change font size
- Change color
- Rotate pie chart
- Viewing angle adjustment

<u>**Change Font Size:**</u>

1. Click on the chart with the right mouse button.
2. Select Change Font Size and click with the left mouse key.
3. Using the scroll bars, the user is able to make the font size larger or smaller on the heading and labels.

<u>**Change Color:**</u>

1. Click on the chart with the right mouse button.
2. Select **Change Color** and click with the left mouse button.
3. Choose the color you would like to view the chart
    - green
    - blue
    - cyan

- magenta
- yellow

4. Use the scroll bars to change the shade of the color you have chosen.
5. Click on **OK** with the left mouse button.

Rotate Pie Chart:

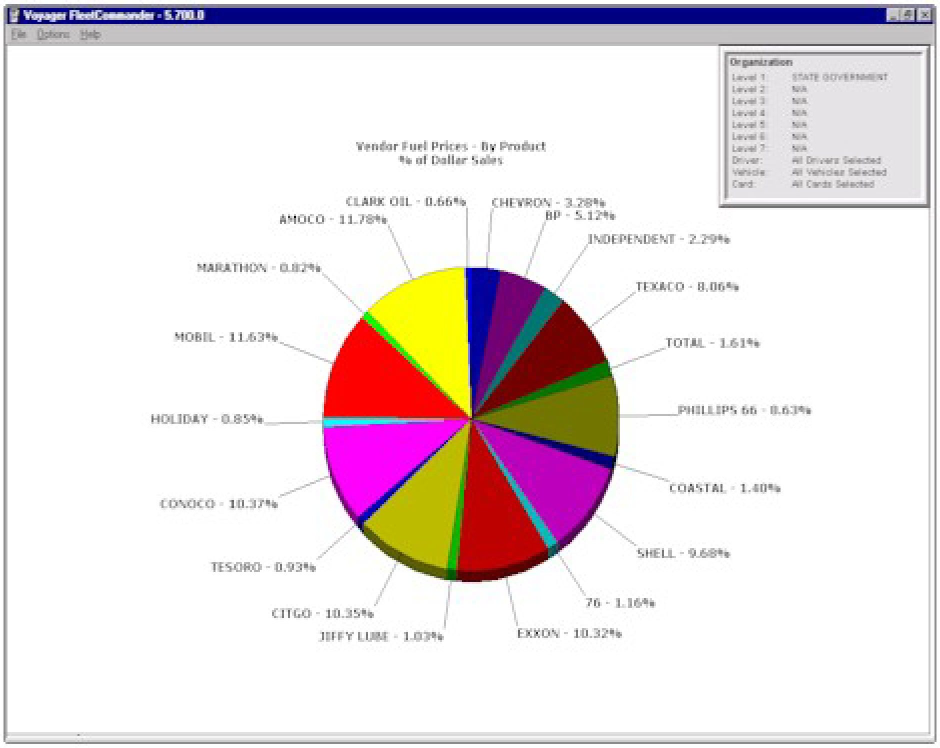
1. Click on the chart with the right mouse button.
2. The user may rotate the chart to the right or left by clicking on the arrow buttons.

Viewing Angle Adjustment:

1. Click on the chart with the right mouse button.
2. The user may adjust the viewing position by clicking on the arrow buttons.
3. The user may change the depth of the chart by using the scroll bar.

Vendor Price Analysis

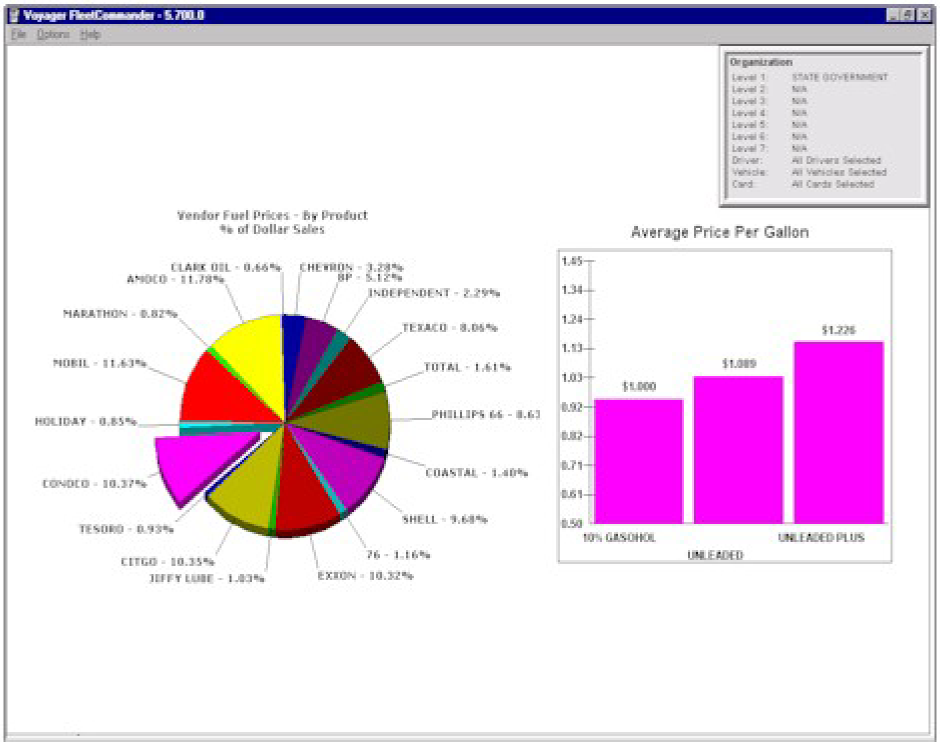
Displays the vendor price analysis.



Vendor Price Analysis Graph

By clicking on the left mouse button, you can view the Average Price per Gallon bar graph.

Toggle back and forth between the pie and bar graphs by left-clicking the graph.



Vendor Price Analysis Graph / Split View

<u>By clicking on the right mouse button, the following options appear :</u>

- Change font size
- Change color
- Rotate pie chart
- Viewing angle adjustment

<u>Change Font Size:</u>

1. Click on the chart with the right mouse button.
2. Select **Change Font Size** and click with the left mouse key.
3. Using the scroll bars, the user is able to make the font size larger or smaller on the heading and labels.

<u>Change Color:</u>

1. Click on the chart with the right mouse button.
2. Select **Change Color** and click with the left mouse button.
3. Choose the color you would like to view the chart
   - green
   - blue

- cyan
- magenta
- yellow

4. Use the scroll bar to change the shade of the color you have chosen.

Rotate Pie Chart:

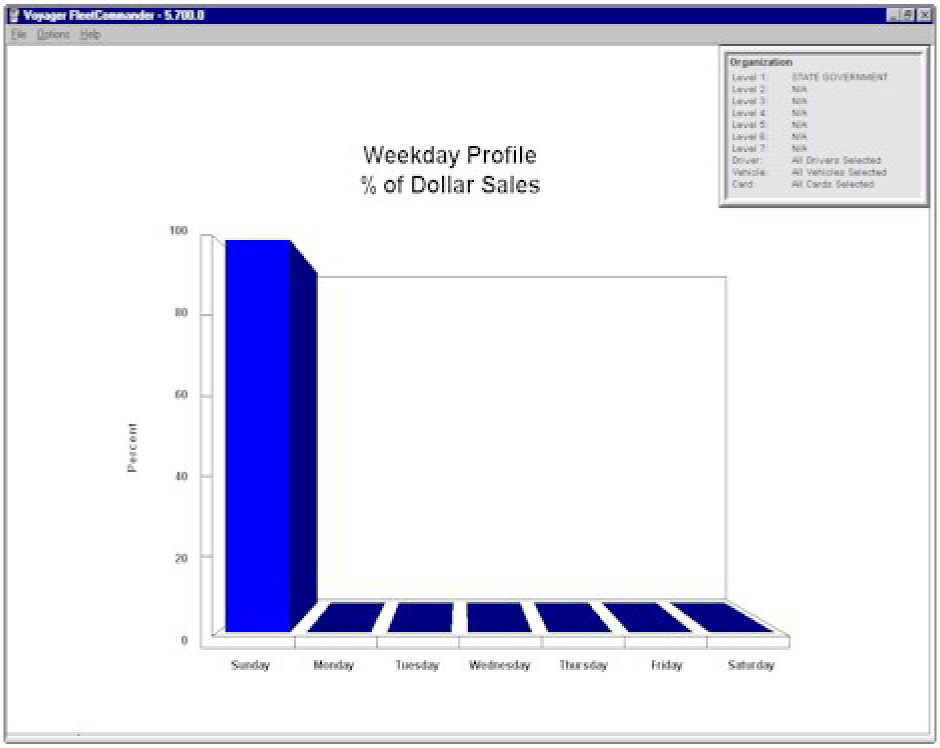
1. Click on the chart with the right mouse button.
2. Rotate the chart to the right or left by clicking on the arrow buttons.

Viewing Angle Adjustment:

1. Click on the chart with the right mouse button.
2. The user may adjust the viewing position by clicking on the arrow buttons.
3. The depth of the chart can be changed by using the scroll bar.

Weekday Profile

Displays the transactions broken down by days.



Weekday Profile Graph

By right clicking on the chart, the following menu appears :

- Change font size
- Change graph size
- Change color
- Viewing angle adjustment
- Calculation basis
- Projection type
- Adjust bars

Change Font Size:

1. Click on the chart with the right mouse button.
2. Select **Change Font Size** and click with the left mouse key.
3. Using the scroll bars, the user is able to make the font size larger or smaller on the heading and labels.

Change Graph Size:

1. Click on the chart with the right mouse button.
2. Select **Change Graph Size** and click with the left mouse button.
3. Use the scroll bars to make the graph smaller or larger.

Change Color:

1. Click on the chart with the right mouse button.
2. Select **Change Color** and click with the left mouse button.
3. Choose the color you would like to view the chart
    - green
    - blue
    - cyan
    - magenta
    - yellow
4. Use the scroll bars to change the shade of the color you have chosen.
5. Click on **OK** with the left mouse button.

Viewing Angle Adjustment:

1. Click on the chart with the right mouse button.
2. The user may adjust the viewing position by clicking on the arrow buttons.
3. The user may change the depth of the chart by using the scroll bar.

Projection Type:

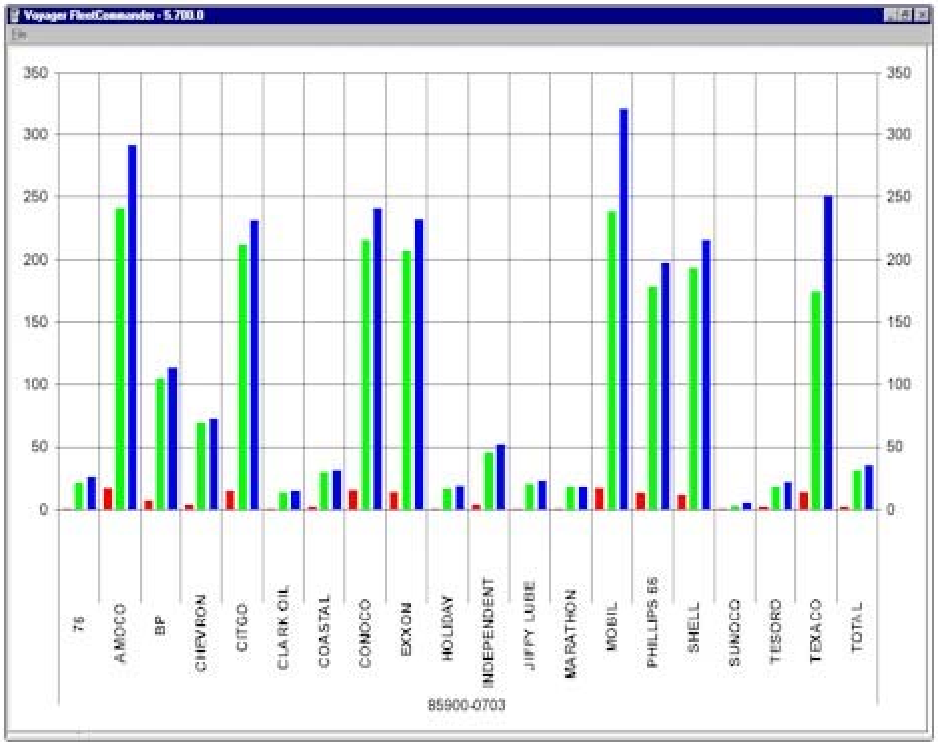
Click on **Projection Type** and another menu appears allowing the user to view the graph with no projection, by perspective or by isometric.

Bar Adjustment:

Click on **Bar Adjustment**.

- Change the bar depth by moving the scroll bar to the right to make the depth larger or moving the scroll bar to the left to make the depth smaller.
- Change the bar gap by moving the scroll bars to the right to make the gap larger or moving the scroll bar to the left to make the gap smaller.

Summary Custom Graph



Summary Custom Graph

While viewing summary reporting, a custom graph can be made for the data shown by going to the **Graph** option and selecting **Custom**. This will create a graph similar to the one shown above, depending on the data columns you have chosen to summarize.

As shown below there are many options that can be changed to customize this type of graph to meet your needs.

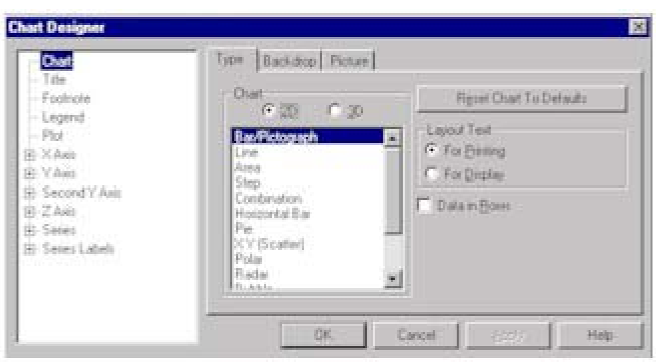
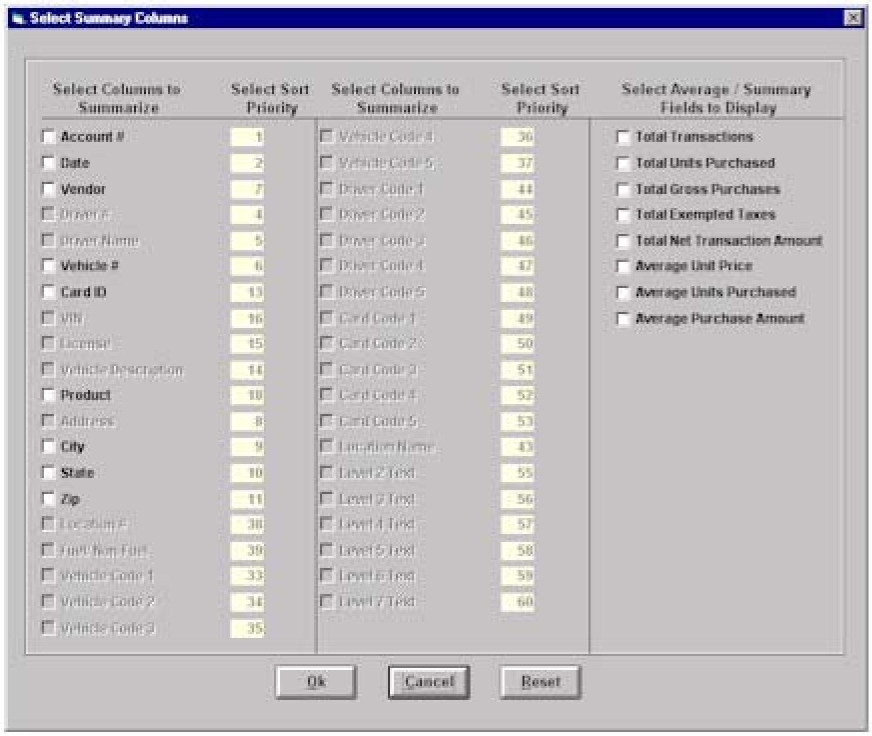


Chart Designer Window

To return to the Reports/Graphs screen go to **File** and select **Close Graph/Preview**.

Selecting Summary Columns



Summary Column Selection Window

After selecting the **Select Summary Columns** option the **Summary Column Selection** window will appear.

1. Columns are viewed by clicking on the box in the **Select Columns to Display** or **Summary Fields** box next to the column that you would like displayed. If an **X** is in the box, the column will be displayed.
2. To hide a column, make sure that the box in front of the column is blank. All of the columns that have an empty box in front of the name will not be shown in the Detail Screen.
3. The position of each column may be changed by clicking on the right or left arrow next to the sequence box. By doing so, the numbers will either ascend or descend depending on which arrow is clicked.
   - right arrow – numbers will ascend
   - left arrow – numbers will descend
4. As each column number is manually changed by the user, the other column numbers will automatically change.

Below are a few examples of Summary Reporting.

To view Total Transactions per card for a certain time frame:

1. While viewing the detail screen, select the Date column by left clicking on the column heading. After the **Date Options** window appears select the date range you would like to query.
2. Left click on **Select Summary Columns** to display the **Summary Column Selection** window.
3. Left click on the box beside **Card ID** under **Select Columns to Summarize** and the box beside **Total Transactions** under **Summary Fields to Display**.
4. Left click on the **OK** button and your results will be displayed.

To view the Average Units Purchased and the Average Purchase Amount by Vendor:

1. While viewing the detail screen, select the **Date** column by left clicking on the column heading. After the **Date Options** window appears select the date range you would like to query.
2. Left click on **Select Summary Columns** to display the **Summary Column Selection** window.
3. Left click on the box beside **Vendor** under **Select Columns to Summarize** and the boxes **Average Units Purchased** and **Average Purchase Amount** under **Summary Fields to Display**.
4. Left click on the **OK** button.

To return to normal viewing left click on the button that now reads **Exit Summary Reporting**.

(Note: Data must be viewed before summary reporting can be performed. This can be done by using FleetCommander's default of the last week of imported transactions or by the user setting certain criteria and clicking the View button)

Save and Load Report Formats

FleetCommander has the ability to save and restore your customized formatting of the on-screen report so that it can be loaded and used again with exactly the same selection criteria as specified by the user.

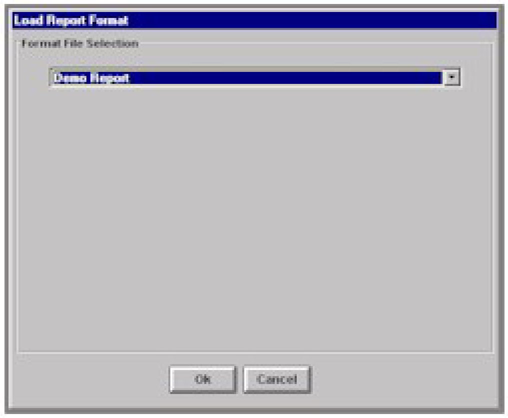
This is primarily for reports that are used repeatedly by a FleetCommander user, such as weekly vehicle reports, monthly purchase summaries, or special queries.

<u>Saving a Specific Report format</u>

Once a user has customized the FleetCommander columns to query for specific selection criteria, they may save the customized report by following these steps:

1. From the Reports/Graphs Detail screen with the user's customized report, use the **<u>F</u>ile Menu** to select **<u>S</u>ave Report Format**.
2. Highlight and left-click on **<u>S</u>ave Report Format**. This will prompt the **Save Report Format** window.
3. Enter a name for the report format you wish to save. (Note: You may only enter numbers and letters, a hyphen or an underscore. Save name is limited to eight characters)
4. Left click on **OK** to save the newly named report format.

Loading a Report Format



A report format can only be loaded after a user has named and saved a specified report format.

1. Use the **File Menu** to select **Load Report Format**.
2. This will prompt the **Load Report Format** window.
3. Left-click on the tab with the down arrow. This will display a listing of the available names of saved report formats.
4. Highlight and left-click the name of the report format you wish to load.
5. Left-click on **OK**.

Exporting Data

Data Export Window

Once a user has queried FleetCommander for specific data, they may export the data from FleetCommander into another format by following these steps:

To Export Data into another format:

1. From the Reports/Graphs Detail screen with the user's customized report, use the **File** Menu to select **Export Data**.
2. Highlight and left-click on **Export Data**. This will prompt the **Data Export** window.
3. Within this window the user will:
   - Select the destination where the file is to be saved.
   - Name the file
   - Select the type of file that the data will exported into.
4. Click **OK**.

The bar below Export Progress will show the percentage of data as it is being exported. When the message "Processing Complete" appears, click **Close** to exit the Data Export window.

Print Set Up

Print Setup Window

To specify the Print Setup option:

1. To select the **File** Menu, press the **alt** key and the letter **F** key or you can move your mouse cursor over the word **File** and click the left mouse button.
2. On the menu that appears, move the mouse cursor over **Printer Setup** and click the left mouse button.

Page Break Columns:

To select the page break columns:

1. Move the mouse cursor over the desired column box and click the left mouse button.
2. When the date box is selected all the bold letter column boxes are selected.
3. The column names that are not in bold are unusable.

Subtotal Columns:

To select the subtotal columns:

1. Move the mouse cursor over the desired column box and click the left mouse button.
2. When the date box is selected all the bold letter column boxes are selected.
3. The column names that are not in bold are unusable.

Margin Settings:

To set the margins to a desired size:

1. Move the mouse cursor over the arrows of the appropriate margin setting.
2. Click the left mouse button either on the up or down arrow to set the margin size.

Organization Print Selections:

To select the organizational level for printing:

1. Move the mouse cursor over the box preceding the desired level.
2. Click the left mouse button.

Heading Options:

To set the heading options:

1. Move the mouse cursor over the box for Print Heading.
2. Click the left mouse button on the box to make an "**X**" appear in the box.
3. If there is an "**X**" in the box, column headings will be printed.
4. Now move the mouse cursor over the selections circle preceding the heading design desired.
5. Click the left mouse button on the desired design, to select it.

Totals Options:

These cannot be altered.

Title Options:

To name the hard copy prints:

1. Move the mouse cursor over the title box.
2. Click the left mouse button.
3. Type the desired title for the hard copy prints.

To designate a subtitle:

1. Move the mouse cursor over the subtitle box.
2. Click the left mouse button.
3. Type the desired subtitle for the hard copy prints.

If all the settings are correct:

1. Move the mouse cursor over the **OK** button.
2. Click the left mouse button.

If a mistake was made:

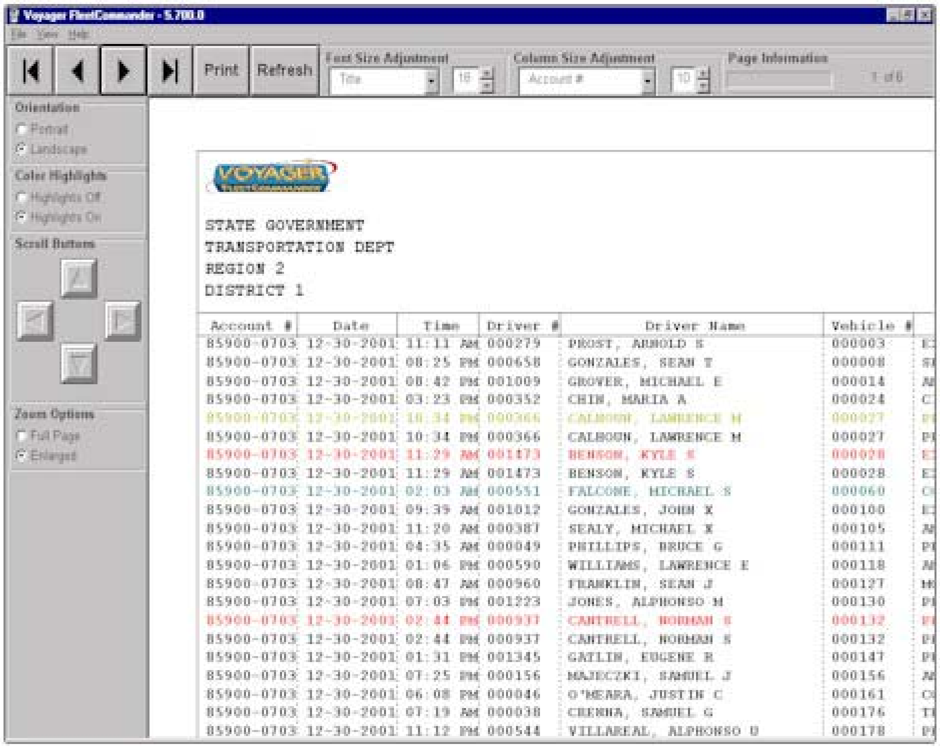
1. Move the mouse cursor over the **Cancel** button.
2. Click the left mouse button.

To bring up this print setup options menu again, repeat the first two steps under the print setup option section above.

To choose a printer:

1. Move the mouse cursor over the **Print Options** button and click the left mouse button.
2. Proceed to the **Print Options** page for specific instructions.

Print Options



Print Preview Screen

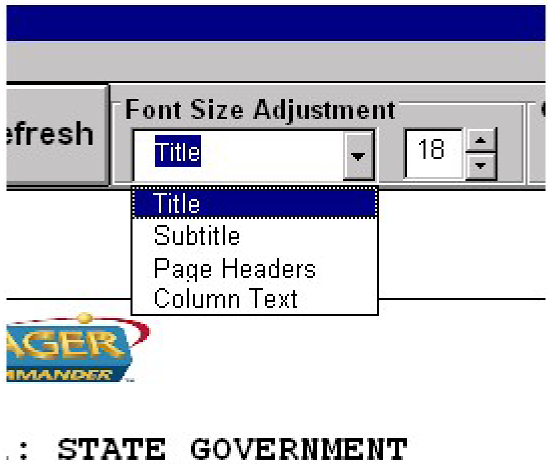
Print Preview

The print preview screen allows the user to view the reports as they will be printed. To go from one page to another, click on arrow keys located on the upper left side of the screen.

To scroll within one page use one of the four arrow keys located on the left side of the screen towards the middle of the screen.

Changing Font Size

The font is changed adjusting the windows located at the top of the page.

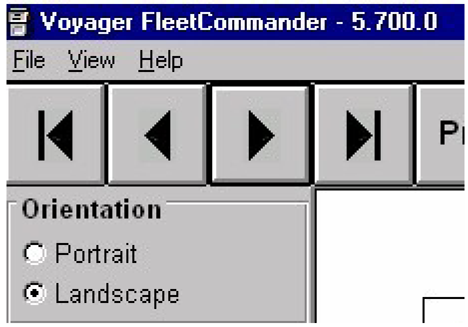


Color Highlights

Highlights may be turned on and off by choosing either “Highlights On” of “Highlights Off” on the left side of the screen.

Orientation

The report may be viewed as either landscape or portrait by clicking on the desired option on the left side of the screen.



Ad Hoc Query Guide

The purpose of this section is to give the FleetCommander user a few examples of queries they might use to summarize their transaction data, and instruct them on the steps needed to perform these queries. Fleet administrators present these examples as those most frequently needed.

NOTE: This section is written for the fleet administrator who has a working knowledge of FleetCommander. For further instruction on how to alter the selection criteria in the columns used within the following queries, refer to the sections within this manual dealing with those column headings.

<u>In this section, you will learn how to:</u>

Query 1
Find the total dollar amount spent at a specific oil company vendor, or all vendors, during a specified date range/specific day and then sort the results in order of the greatest dollar amounts.

Query 2
Find the total dollar amount spent at a specific vendor, or vendors, during a specified date range/specific day for all fuel only transactions and then sort the results in order of the greatest dollar amounts.

Query 3
Find the total dollar amount spent at a specific vendor, or vendors, during a specified date range/specific day for all non-fuel transactions and then sort the results in order of the greatest dollar amounts.

Query 4
Find the number of transactions at a specific vendor in a city/state/zip code for a specified date range.

Query 5
Find the average transaction amount by oil company vendor for a specific date range.

Query 6
Find multiple transactions on cards for a specific day or date range.

Query 7
Find the average dollar amount spent on a specific vehicle/license plate number for a specific date range.

Query 1

To find the total dollar amount spent at a specific oil company vendor, or all vendors, during a specified date range/specific day and then sort the results in order of the greatest dollar amounts, the FleetCommander user must take the following steps. (NOTE: The following steps are dependent upon the user having a FleetCommander session open to the Reports/Graphs Detail screen and their correct organizational level selected.)

Step 1 Open the **Date** column to select the date range for your query, LEFT CLICK on **OK** to confirm your selection.

Step 2 Open the **Vendor** column and the select the vendor/vendors for your query, LEFT CLICK on **OK** to confirm your selection.

Step 3 Now that you have completed your criteria for the dates and vendors to query by, LEFT CLICK on the **View** button.

Your database will now reflect the results of your selection criteria by individual transaction. You are now ready to ask FleetCommander to summarize the transaction data for your selected vendors within your date range.

Step 4 LEFT CLICK on **Select Summary Columns**. This will open the **Summary Column Selection** window.

Step 5 LEFT CLICK on **Vendor** on the left side of the window, LEFT CLICK on **Total Gross Purchases** on the right side of the window, and then LEFT CLICK on **OK** to confirm your summary selections.

Your database will now display the summarized dollar totals of transactions within your specified date range and sorted by vendor. You are now ready to order the totals by greatest dollar amount.

Step 6 LEFT CLICK on the **Select Sort Options** button at the top of the screen to open the **Transaction Sort Sequence** window.

Step 7 LEFT CLICK on **Total Gross Purchases** to prompt the **Ascending** sort button. LEFT CLICK this button to change the sort criteria to **Descending**, then LEFT CLICK on **OK** to confirm your selection.

Step 8 LEFT CLICK on the **View** button to run your query and display dollar totals in order of the greatest dollar amount spent at a vendor.

Query 2

To find the total dollar amount spent at a specific vendor, or vendors, during a specified date range/specific day for all fuel only transactions, and then sort the results in order of the greatest dollar amounts, the FleetCommander user must take the following steps. (NOTE: The following steps are dependent upon the user having a FleetCommander session open to the Reports/Graphs Detail screen and their correct organizational level selected.)

Step 1 Open the **Date** column to select the date range for your query, LEFT CLICK on **OK** to confirm your selection.

Step 2 Open the **Vendor** column and the select the vendor/vendors for your query, LEFT CLICK on **OK** to confirm your selection.

Step 3 Open the **Fuel/ Non-Fuel** column, select **Fuel Only**, and then LEFT CLICK on **OK** to confirm your selection. (NOTE: The **Fuel/ Non-Fuel** column must be selected within the **Move / Hide Column** button in order to include it in your query.)

Step 4 Now that you have completed the search criteria you wish to query by, LEFT CLICK on the **View** button.

Your database will now reflect the results of your selection criteria by individual transaction. You are now ready to ask FleetCommander to summarize the transaction data for your selected vendors within your date range.

Step 5 LEFT CLICK on **Select Summary Columns**. This will open the **Summary Column Selection** window.

Step 6 LEFT CLICK on **Vendor** on the left side of the window, LEFT CLICK on **Total Gross Purchases** on the right side of the window, and then LEFT CLICK on **OK** to confirm your summary selections.

Your database will now display the summarized dollar totals of fuel only transactions within your specified date range and sorted by vendor. You are now ready to order the totals by greatest dollar amount.

Step 7 LEFT CLICK on the **Select Sort Options** button at the top of the screen to open the **Transaction Sort Sequence** window.

Step 8 LEFT CLICK on **Total Gross Purchases** to prompt the **Ascending** sort button. LEFT CLICK this button to change the sort criteria to **Descending**, then LEFT CLICK on **OK** to confirm your selection.

Step 9 LEFT CLICK on the **View** button to run your query and display dollar totals in order of the greatest dollar amount spent at a vendor.

Query 3

To find the total dollar amount spent at a specific vendor, or vendors, during a specified date range/specific day for all non-fuel transactions, and then sort the results in order of the greatest dollar amounts, the FleetCommander user must take the following steps. (NOTE: The following steps are dependent upon the user having a FleetCommander session open to the Reports/Graphs Detail screen and their correct organizational level selected.)

Step 1 Open the **Date** column to select the date range for your query, LEFT CLICK on **OK** to confirm your selection.

Step 2 Open the **Vendor** column and the select the vendor/vendors for your query, LEFT CLICK on **OK** to confirm your selection.

Step 3 Open the **Fuel/ Non-Fuel** column, select **Non-Fuel Only**, and then LEFT CLICK on **OK** to confirm your selection. (NOTE: The **Fuel/ Non-Fuel** column must be selected within the **Move / Hide Column** button in order to include it in your query)

Step 4 Now that you have completed the search criteria you wish to query by, LEFT CLICK on the **View** button.

Your database will now reflect the results of your selection criteria by individual transaction. You are now ready to ask FleetCommander to summarize the transaction data for your selected vendors within your date range.

Step 5 LEFT CLICK on **Select Summary Columns**. This will open the **Summary Column Selection** window.

Step 6 LEFT CLICK on **Vendor** on the left side of the window, LEFT CLICK on **Total Gross Purchases** on the right side of the window, and then LEFT CLICK on **OK** to confirm your summary selections.

Your database will now display the summarized dollar totals of non-fuel only transactions within your specified date range and sorted by vendor. You are now ready to order the totals by greatest dollar amount.

Step 7 LEFT CLICK on the **Select Sort Options** button at the top of the screen to open the **Transaction Sort Sequence** window.

Step 8 LEFT CLICK on **Total Gross Purchases** to prompt the **Ascending** sort button. LEFT CLICK this button to change the sort criteria to **Descending**, then LEFT CLICK on **OK** to confirm your selection.

Step 9 LEFT CLICK on the **View** button to run your query and display dollar totals in order of the greatest dollar amount spent at a vendor.

Query 4

To find the frequency of transactions at a specific vendor/vendors in a city/state/zip code and then list those transactions in order of the top twenty vendors most frequently used, the FleetCommander user must take the following steps. (NOTE: The following steps are dependent upon the user having a FleetCommander session open to the Reports/Graphs Detail screen and their correct organizational level selected.)

Step 1 Open the **Date** column to select the date range for your query, LEFT CLICK on **OK** to confirm your selection.

Step 2 Open the **Vendor** column and the select the vendor/vendors for your query, LEFT CLICK on **OK** to confirm your selection.

Step 3 Open the **City**/**State**/**Zip** columns and make your query selections.

Step 4 Now that you have completed the search criteria you wish to query by, LEFT CLICK on the **View** button.

Your database will now reflect the results of your selection criteria by individual transaction. You are now ready to ask FleetCommander to summarize the transaction data for your selected vendors within your date range.

Step 5 LEFT CLICK on **Select Summary Columns**. This will open the **Summary Column Selection** window.

Step 6 LEFT CLICK on **Vendor**, if you wish to view a summary by vendors, or LEFT CLICK on **City**, **State**, or **Zip** if you wish to view your summary by either one of those headings. LEFT CLICK on **Total Transactions** on the right side of the window, and then LEFT CLICK on **OK** to confirm your summary selections.

Your database will now display the summarized dollar totals of non-fuel only transactions within your specified date range and sorted by vendor. You are now ready to order the totals by greatest dollar amount.

Step 7 LEFT CLICK on the **Select Sort Options** button at the top of the screen to open the **Transaction Sort Sequence** window.

Step 8 LEFT CLICK on **Total Transactions** to prompt the **Ascending** sort button. LEFT CLICK this button to change the sort criteria to **Descending**, then LEFT CLICK on **OK** to confirm your selection.

Step 9 LEFT CLICK on the **View** button to run your query and display transaction totals in order of the vendor with the most transactions.

Query 5

To find the average transaction amount by oil company vendor for a specific date range and list the results in order of the greatest average amount, the FleetCommander user must take the following steps. (NOTE: The following steps are dependent upon the user having a FleetCommander session open to the Reports/Graphs Detail screen and their correct organizational level selected.)

Step 1 Open the **Date** column to select the date range for your query, LEFT CLICK on **OK** to confirm your selection.

Step 2 Open the **Vendor** column and the select the vendor/vendors for your query, LEFT CLICK on **OK** to confirm your selection.

Step 3 Now that you have completed your criteria for the dates and vendors to query by, LEFT CLICK on the **View** button.

Your database will now reflect the results of your selection criteria by individual transaction. You are now ready to ask FleetCommander to summarize the transaction data for your selected vendors within your date range.

Step 4 LEFT CLICK on **Select Summary Columns**. This will open the **Summary Column Selection** window.

Step 5 LEFT CLICK on **Vendor** on the left side of the window, LEFT CLICK on **Average Purchase Amount** on the right side of the window, and then LEFT CLICK on **OK** to confirm your summary selections.

Your database will now display the summarized average transaction amounts within your specified date range and sorted by vendor. You are now ready to order the average totals by greatest dollar amount.

Step 6 LEFT CLICK on the **Select Sort Options** button at the top of the screen to open the **Transaction Sort Sequence** window.

Step 7 LEFT CLICK on **Average Purchase Amount** to prompt the **Ascending** sort button. LEFT CLICK this button to change the sort criteria to **Descending**, then LEFT CLICK on **OK** to confirm your selection.

Step 8 LEFT CLICK on the **View** button to run your query and display transaction totals in order of the vendor with the most transactions.

Query 6

To find multiple transactions on cards for a specific day or date range, the FleetCommander user must take the following steps. (NOTE: The following steps are dependent upon the user having a FleetCommander session open to the Reports/Graphs Detail screen and their correct organizational level selected.)

Step 1 Open the **Date** column to select the date range for your query, LEFT CLICK on **OK** to confirm your selection.

Step 2 Open the **Card ID** column and the select the card or card IDs for your query, LEFT CLICK on **OK** to confirm your selection.

Step 3 Now that you have completed your criteria for the dates and card IDs to query by, LEFT CLICK on the **View** button.

Your database will now reflect the results of your selection criteria by individual transaction. You are now ready to ask FleetCommander to summarize the transaction data for your selected vendors within your date range.

Step 4 LEFT CLICK on **Select Summary Columns**. This will open the **Summary Column Selection** window.

Step 5 LEFT CLICK on **Card ID** on the left side of the window, LEFT CLICK on **Total Transactions** on the right side of the window, and then LEFT CLICK on **OK** to confirm your summary selections.

Your database will now display the summarized transactions within your specified date range and sort them by card ID. You are now ready to sort the transaction totals by greatest amount.

Step 6 LEFT CLICK on the **Select Sort Options** button at the top of the screen to open the **Transaction Sort Sequence** window.

Step 7 LEFT CLICK on **Total Transactions** to prompt the **Ascending** sort button. LEFT CLICK this button to change the sort criteria to **Descending**, then LEFT CLICK on **OK** to confirm your selection.

Step 8 LEFT CLICK on the **View** button to run your query and display transaction totals in order of the card ID with the most transactions.

Query 7

To find the average dollar amount spent on a specific vehicle/license plate number for a specific date range, the FleetCommander user must take the following steps. (NOTE: The following steps are dependent upon the user having a FleetCommander session open to the Reports/Graphs Detail screen and their correct organizational level selected.)

Step 1 Open the **Date** column to select the date range for your query, LEFT CLICK on **OK** to confirm your selection.

Step 2 Open the **Vehicle #**, or **License** column and make your query selections, LEFT CLICK on **OK** to confirm your selection.

Step 3 Now that you have completed your criteria for the dates and vehicles or license plate numbers to query by, LEFT CLICK on the **View** button.

Your database will now reflect the results of your selection criteria by individual transaction. You are now ready to ask FleetCommander to summarize the transaction data for your selected vendors within your date range.

Step 4 LEFT CLICK on **Select Summary Columns**. This will open the **Summary Column Selection** window.

Step 5 LEFT CLICK on **Vehicle #/License** on the left side of the window, LEFT CLICK on **Average Purchase Amount** on the right side of the window, and then LEFT CLICK on **OK** to confirm your summary selections.

Your database will now display the summarized average transaction amounts within your specified date range and sort them by vehicle # or license. You are now ready to sort the average transaction totals by greatest amount.

Step 6 LEFT CLICK on the **Select Sort Options** button at the top of the screen to open the **Transaction Sort Sequence** window.

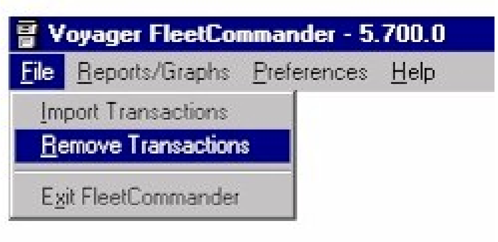
Step 7 LEFT CLICK on **Average Purchase Amount** to prompt the **Ascending** sort button. LEFT CLICK this button to change the sort criteria to **Descending** then LEFT CLICK on **OK** to confirm your selection.

Step 8 LEFT CLICK on the **View** button to run your query and display transaction totals in order of the greatest transaction amounts.

Delete Utility

One feature in this Desktop version is the ability to delete any data that is no longer needed from your database. If at a later time the file is needed again it will be available by selecting the Show all Files option in the File Import box. The particular file will show as deleted, but may be imported again. In order to delete transactions from your database, proceed as follows:

From the main screen left click the **File** option and select **Remove Transactions**.



The message box shown below will appear asking you to confirm that you want to delete transactions.

From there you will be asked how much data you would like to retain in your database. Left click on the circle beside the appropriate amount and click **Delete**.

The picture below shows progress as transactions are being removed from the database.

After the process is complete, a short period will pass while the database is packed, then you will be returned to the basic main menu screen.

User Manager

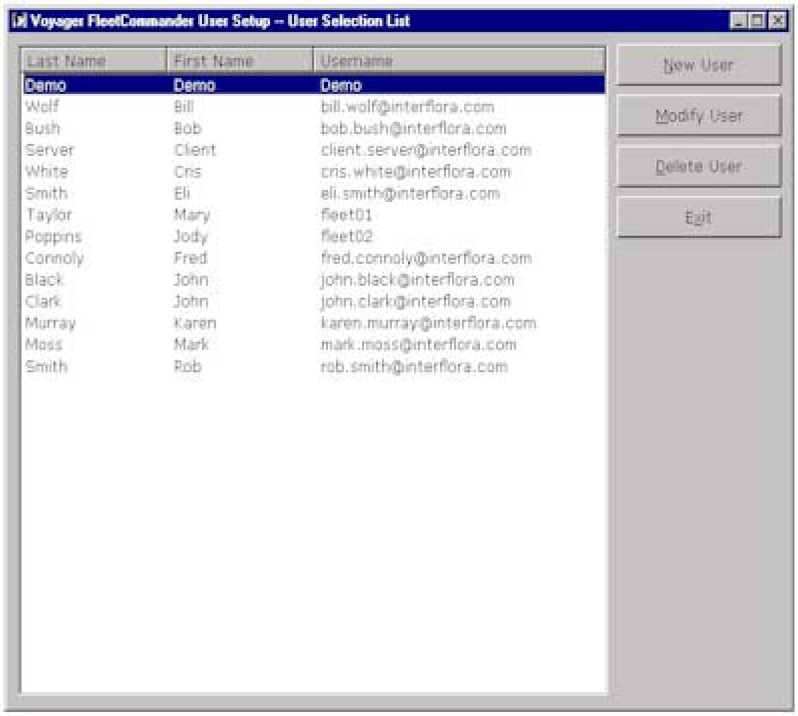
User Manager Functions

Creating a User
Modifying a User
Deleting a User
Changing a User's Own Information

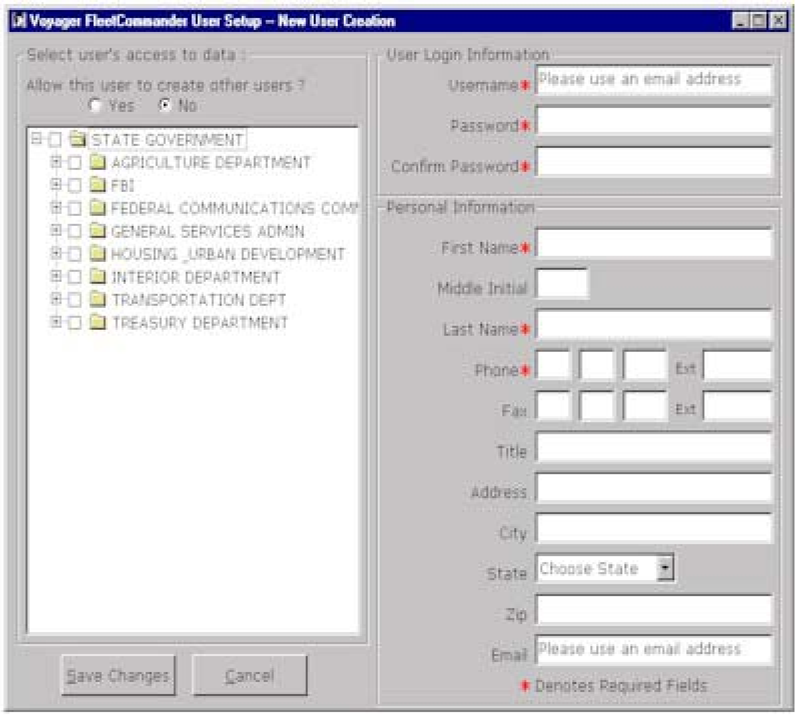
Please note: The same FleetCommander ID and password will be used to log on to the User Manager. Most users will only be able to see their own personal information. If administrative capabilities are needed to perform any of the other functions above please contact the Voyager Software Support team at 1-800-987-6591.

Creating a User

When the administrative user first logs on to the User Manager they will be shown a listing of all users that they have administrative authority over. To create a new user left click on the New User button.

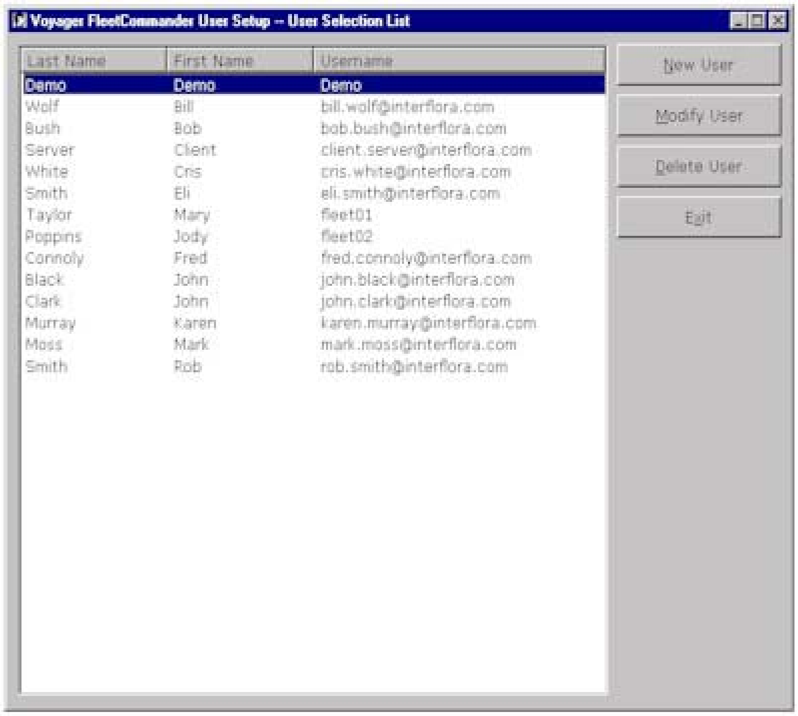


You will then be taken to a form where several pieces of information will need to be input. The administrator will need to decide if the new user needs administrative authority also and what level they should be set up to view.
A Username and password is also required (Please remember these are case sensitive). It is recommended that email address is used since this is a unique identifier. Fill in all other personal information and left click on the Save Changes button.

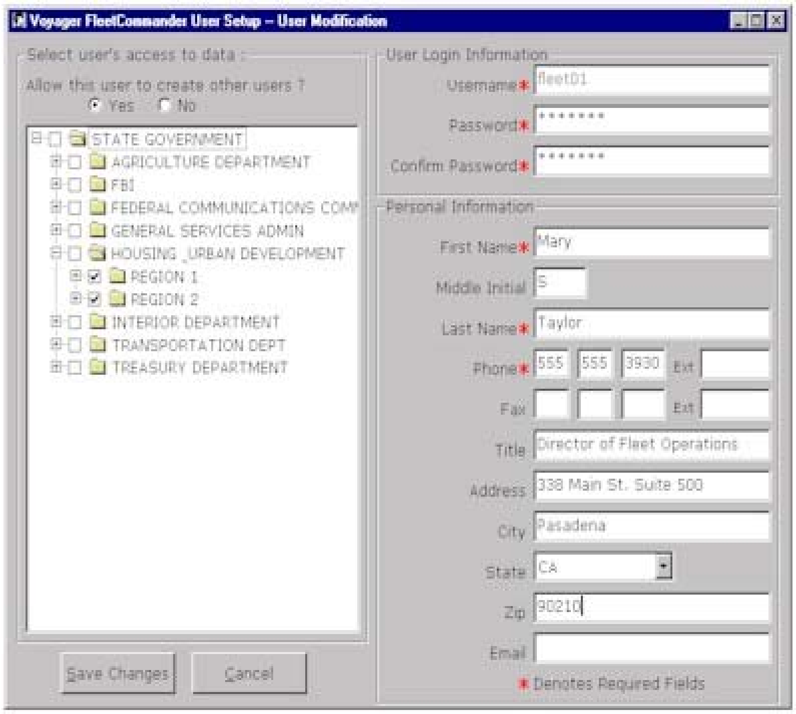


Modifying a User

When the administrative user first logs on to the User Manager they will be shown a listing of all users that they have administrative authority over. To modify a user highlight the user's name and left click on the Modify User button.

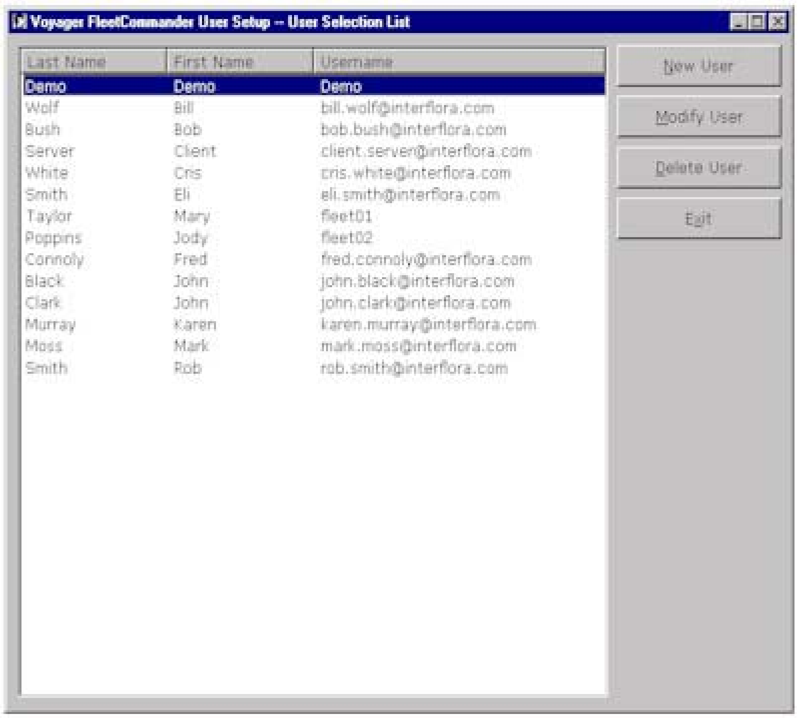


You will then be taken to a screen that shows all current information tied to the selected user. From here the administrator has the ability to change the user's personal information, level of viewing and administrative capabilities. The only thing that cannot be changed is the Username.
The administrator may make all necessary changes than left click on Save Changes.

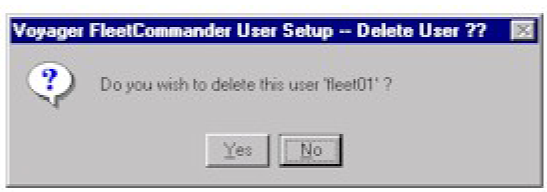


Deleting a User

When the administrative user first logs on to the User Manager they will be shown a listing of all users that they have administrative authority over. To delete a user highlight the user's name and left click on the Delete User button.



You will then be shown a message to confirm the user deletion. Click "Yes" to delete the user, "No" if you wish to cancel.



Changing a User's Own Information

Depending on if the user has administrative authority, when the user first logs on to the User Manager they will see one of two things.

If a user does not have administrative authority they will be taken to a screen where they can only view/change their own personal information. If administrative capabilities are needed to perform any of the other functions above please contact the Voyager Software Support team at 1-800-987-6591.

If a user has administrative authority they will be shown a listing of all users that they have administrative authority over. To modify the user's own personal information just select your name from the listing and left click the Modify User.